



## **BOARD MINUTES – REGULAR MEETING May 17, 2017**

The Board of Trustees of the Meridian Library met for its regular meeting at 7:00 pm on Wednesday May 17, 2017 in the Large Conference Room at the Library on Cherry Lane.

**BOARD OF TRUSTEES PRESENT:** Megan Larsen, Chair; Christina Hirsch, Treasurer; Doug Rutan, Trustee; Dustin Barrett, Vice-Chair **ABSENT:** Howard Little; Trustee

**LIBRARY STAFF PRESENT:** Gretchen Caserotti, Director; Jeanie Gerwig, Finance Manager; Dawn Cronk, Administrative Assistant; Cheryl Richards, HR Generalist

**GUESTS:** None

1. **CALL TO ORDER:** Megan Larsen, Chair; called the meeting to order at 7:00 pm
2. **GUEST COMMENTS:** None
3. **CONSENT AGENDA:** Consent agenda items are considered to be routine and are acted on with one motion.
  - a. Regular Meeting Minutes April 19, 2017
  - b. Job Description Update: Public Services Manager
  - c. Job Description Update: Public Services Assistant Manager
  - d. Job Description Update: Program Specialist
  - e. Job Description Update: Library AssistantHirsch made a MOTION to accept the Consent Agenda, Barrett seconded. All in favor, none opposed, MOTION passed.
4. **April 2017 Financial Reports; Monthly Statements and Listing of the Bills:**

Christina requested one-time expenses and ongoing expenses to be different colors in the report to make it easier to read. She asked if there would be more Professional Development costs this fiscal year. Caserotti said shifting how we posted expenses from prior method affects this year, will stabilize next year. There will be more conferences already committed so we'll run over budget this year. Additional grants will cover some of the costs. Supplies budget is substantial and will be reevaluated, next budget year we will increase the budget line.

Rutan made a MOTION to accept the April 2017 Financial Reports, Monthly Statements and Listing of the Bills, Barrett seconded. All in favor, none opposed, MOTION passed.

5. **DIRECTOR REPORT:** Caserotti mentioned that the volunteer appreciation reception had a good turnout. Another event, the LYNX Summit, was at the end of the month. MLD had many departments represented and play leadership roles. The Board agenda had a slight change this month after a training with ICRMP on open meetings. Procurement laws have changed. The Tax Commission is having a levy training on May 18 at CWI, Jeanie and Gretchen will be attending. The septic system backed up on April 28, and is covered under contract. There were three break-ins last week. The first night, the shed was broken into, canopies and tools were stolen. Saturday, the window was broken in the Annex kitchen and miscellaneous items were taken. On Monday morning, they forced open the lock to the HR office. We have installed an alarm system, police reports were filed. We will be making a claim once we have a complete list of what was stolen. The Food Truck Rally was a success, very organized, and once again, the weather was not cooperating so it was a low turnout. Muhammad, the new Tech Specialist, is up and going and doing a great job. FlexTech has cut back on tech support and spend less time here. Cheryl is having phone screens for the IT Manager job position. Cherry Lane is having a birthday party, Katie Huskey caught that the anniversary of the building is this week, and has spearheaded the birthday party with lots of pictures and things to do on Saturday May 20 at 2 pm. Summer Reading is kicking off at Settler's Park on June 2 from 4-8 pm with lots of fun activities.
6. **Strategic Planning (Discussion):** The board received handouts from the slide show being used at the department meetings. Christina was helpful in creating it, and departments have been seeing these at their monthly meetings. Feedback will be compiled and used to fine-tune the plan. As for the community organizations being presented the plan, we are shifting gears. Staff are busy, and not much has changed in the plan. Hailey is making the slide show into screencast and will have it posted online for the public. There will be three Open Houses in June, on the 5, 7, 8, one at main, Silverstone, and unBound. The public and the focus groups will be invited to come and hear what the plan is, and be able to help define what may be missing. Hirsch said it is a working living document, so peoples' input may not impact the plan. Larsen wants a timeline as the next step to see it on a calendar with a 3-5 year plan. Rutan wants dates for when these things will be coming to fruition. Goal 6 (technology) was not on the old plan, and it is one of the biggest structural changes and technology should have its own specific goal. Rutan/Hirsch want each year with a spreadsheet of what will be done that year so that costs can be in the budget. Larsen is concerned about measurability. How

will the steps to goals be measured? Vision statement, mission statement and core values need to be defined as to what they are, and what they should be.

- 7. Policy: Employee Handbook (Action):** Cheryl said the handbook has not been updated since 2015. Most changes to policies are for clarification, and to record processes that are existing. Major revisions are from ICRMP sample policy & recommendations. The new handbook will also include clarification on travel time/travel expenses, clarity on how personnel records are managed and who has access, how base compensation is established and that the board makes the final decisions on salary schedule. We added sections on standards of conduct and added detailed examples around discrimination and harassment and employees' responsibility to report (complaint procedure). This also includes detail around the employees' responsibility during investigations, technology use & remote access; language around timekeeping, actual work time training; clarified benefits offered. The handbook also updates holiday pay to a holiday accrual for nonexempt staff (both part time and full time) and exempt staff continuation of salary. The Grievance Policy is being removed and replaced with the Opportunity to Be Heard process with name clearing for more serious instances. The Opportunity to Be Heard on Discipline will be limited to the Director as the decision maker whereas the Opportunity to Be Heard under the Name-Clearing Hearing will have the board as the 3<sup>rd</sup> party decision-maker. We also added clarifying language around conference attendance, professional development, and education assistance. Corrections: Larsen – pg. 4 Operational Policy should be Guidelines instead, policies are set by the governing body (the Board), procedures are set by department. Question about comp time vs overtime was answered the change was due to budgetary concerns and easier for managers to administer in our work environment. Pg. 24 typo, replace inattention with inattentive. Harassment and details of the handbook will be a goal to train on all portions of the handbook so employees know all the procedures. Caserotti hopes to have the Social Media Policy for the June meeting. Rutan had concerns of 6/1 effective date, suggested 7/1 effective, date with June training. Larsen made a MOTION to approve the handbook as presented with the minor corrections and rescind the Grievance Policy, and have the Employee Handbook's effective date July 1, 2017. Barrett seconded, all in favor, none opposed, MOTION passed.
- 8. School Librarian Position Agreement with WASD, 2017-2018 School Year (Action):** Caserotti had hoped to have an updated agreement; it is still in the works to continue providing the School Librarian position for Hillsdale Elementary for another year. No action yet, it should be ready for approval at the June meeting.
- 9. Silverstone Lease Renewal (Action):** Current lease expires Sept. 30; it will take longer to work through the legal process. Our long-term lease has a non-appropriation clause

where we can cancel at any time. To verbally hold the price the same for another 5 years, there would be a 5% a year increase until it reached \$8589 per month, and then we will start over with 5% increase where it started on the previous contract. Christina questioned expanding at Silverstone; the price per sq. ft. would make the lease fee double. It will buy us some time until we know what else we can do. Larsen made a MOTION to authorize the Director to enter into negotiations with Sundance on the lease. Rutan seconded, all in favor, none opposed, MOTION passed.

**10. FY18 Budget Development (Action):** Working with Department Managers to put together a list of what they want to have on the 2018 budget to review in July. We will get the numbers to use from Ada County by August 1. The Board has to review the proposed budget and approve for publication. The Treasurer reviews with staff in June, full Board reviews them at regular July 19 meeting. Larsen made a MOTION to have an August 2 Special Meeting at noon for final budget review, and a Public Budget Meeting before the August 16 Regular Meeting. Rutan seconded, all in favor, none opposed, MOTION passed.

**11. Executive Session:** In accordance with Idaho Statutes Idaho Code §74-206(1)(f) the Board of Trustees will retire into Executive Session to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The Board went into Executive Session at 8:15 pm. Roll call: Hirsch - Yes, Larsen - Yes, Barrett - Yes, Rutan - Yes. The Trustees exited Executive Session at 8:30 pm.

With no further business before the Board, the meeting was adjourned by Chair Larsen at 8:30 pm.

The next regular Library Board of Trustees meeting is scheduled for 7:00 p.m., Wednesday, June 21, 2017 in the Large Conference Room at the Library on Cherry Lane.

RESPECTFULLY SUBMITTED AND APPROVED

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Gretchen Caserotti, Library Director

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Megan Larsen, Board Chair