



BOARD MINUTES – REGULAR MEETING 8/17/16

The Board of Trustees of the Meridian Library District met for its regular meeting at 7:00 pm on Wednesday, August 17, 2016 in the Large Conference Room at the Library on Cherry Lane.

BOARD OF TRUSTEES PRESENT: Megan Larsen, Chair (via phone); Dustin Barrett, Vice-Chair; Robert Everett, Treasurer; Howard Little, Trustee; Douglas Rutan, Trustee. **ABSENT:** None

OTHERS PRESENT: Gretchen Caserotti, Director; Jeanie Gerwig, Finance Manager; Dawn Cronk, Administrative Assistant; Megan Egbert, Programs Manager; Zoe Haakenstad, Junior Librarian

GUESTS: Holly Beech

1. **CALL TO ORDER:** Dustin Barrett, Vice-Chair called the meeting to order @ 7:01 p.m.
2. **GUEST COMMENTS:** None
3. **MEETING AGENDA:** Looks, good, no corrections.
4. **CONSENT AGENDA:**
 - a. Regular Meeting Minutes June 15, 2016
 - b. Special Meeting Minutes June 29, 2016
 - c. Special Meeting Minutes July 13, 2016
 - d. Special Meeting Minutes July 28, 2016
 - e. Special Meeting Minutes August 3, 2016
 - f. Finance Manager job description (revision)

Barrett asked if there were any items on the consent agenda to be pulled & discussed, Trustees replied no. MOTION made by Barrett approve the consent agenda, Everett seconded. All in Favor, MOTION passed.

5. **JUNIOR LIBRARY PRESENTATION:** Zoe Haakenstad – Gretchen introduced Zoe, one of the Junior Librarians. Zoe presented her special project, Project Find It. Objective - design a map to make the library stress-free, & easy to navigate. Focus groups were given the task of finding items in the library. They noticed that the signs for fiction & non-fiction were not at eye level. The plaques at the end of columns were confusing as to the direction of the letters. There were sections in the children's area that had labels for things that ran together, making it difficult to discern just what is where. Zoe created a map that is color coded with a general drawing of the library. Indications as to where things are located were color coded by section. Zoe would like to see an app created that would tell patrons; this is where you are, & the ability to tell you exactly where in the library the item is located. Zoe also wanted to say how much she loved PJ Storytime, Outreach & Reader's Advisory. The face-to-face interaction with patrons & staff helped

Zoe to develop more confidence. Learning to use the copier & computer will help her in her next endeavor – college.

6. **DIRECTORS REPORT:** Caserotti mentioned staff awards. There are many nominations this year, as well as kudos. The summer reading program has been a huge success this year with 3,000+ people registered. On the departmental reports, Rutan noted that there are many positive things happening in social media. He also commented on Travis doing an excellent job speaking at the Rotary Club. Alexi Sprague received an ILA Scholarship to MuseumCamp where she will spend 2.5 days in workshops exploring ways to change in our work, communities, & the world. Megan Egbert the Programs Manager just had a book published – Creating Makers, the library already has a copy ready to check out. On October 1, we will be going live with our new website.

7. **JUNE & JULY 2016 FINANCIAL REPORTS; MONTHLY STATEMENTS & LISTING OF THE BILLS:**

The trustees are provided a Financial Observations statement by the Finance Manager & all ledger & balance statements in packets for review prior to the meeting. The monthly statement shows the adjustments to the budget. There were no questions. Little made a MOTION to accept the June & July 2016 financial report, the monthly statements & listing of bills, Rutan seconded. All in Favor, MOTION passed.

8. **FY16 BUDGET AMENDMENT: APPROVE PROPOSED BUDGET AMENDMENT AS**

PUBLISHED & REVIEWED IN PUBLIC HEARING: Everett made a motion to accept the FY16 budget amendment: to approve the proposed budget amendment as published & reviewed in public hearing, Little seconded. All in favor, MOTION passed.

9. **FY17 BUDGET: APPROVE PROPOSED BUDGET AS PUBLISHED & REVIEWED IN PUBLIC**

HEARING: No further discussion. Little made a MOTION to approve the FY17 proposed budget as published & reviewed in the public hearing, Everett seconded. All in Favor, MOTION passed.

10. **PERSONNEL: PAGE SUPERVISOR JOB DESCRIPTION (new), UPDATED SALARY SCHEDULE**

Gretchen gave details on the new position. We had an experiment this last year, having all info, circ, & page positions rotate during the day. This did not work well, & we are adding back 19-hour page positions with a Page Supervisor who will be an intermediary oversight person. Cheri Rendler will be their manager. The updated salary schedule highlights affected positions & the grade progression. Rutan made a MOTION to accept the Page Supervisor job description, & the updated salary schedule, Little seconded. All in Favor, MOTION Passed.

11. **BOND & BRANCHES PROJECT UPDATE:**

- a. North Branch Site Selection – there is a meeting with Cushman Wakefield tomorrow morning that may change what sites are available. Our concerns are price, location, & urgency, & it needs to be in the Linder, Chinden, & Black Cat area. If there is a viable option, she will get the information & request a special meeting to discuss.
- b. The Hill Update – opening soon, the school library is not quite ready to open. Bill Roberts from the Statesmen is doing a story on it & Caserotti has a call scheduled with him. Lawyers are still working out a few details on the project. Branding of the project is still in the works.

- c. Bond Update - a group is going to go to the WARD meeting as they may be going for a bond for an aquatic center. We will know by September 9. Mockups from the Hummel architects will be used for promoting the bond. There has been good feedback from parents for the library. Caserotti handed out comments & questions from Next Door where Mackie posted about the bond & is communicating with the public on the site. CWI is going for a bond as well. Our recent personal touch on the social media sites has added a very personal touch to our campaign. September 1st we will launch the Library Card Signup month again. The Coalition group is out speaking to any community group over the next 2 months in order to bring information & answers to questions to the public.

12. UNBOUND UPDATE:

MDC is issuing a RFP for the unbound building; if it is selected, they will give us plenty of notice to vacate. No panic, we knew it could be a short term agreement. Caserotti will keep us abreast of how this is going. Possibly, find a new location? The RFP could be published any day.

ADJOURNMENT: Barrett adjourned the meeting at 7:35 pm.

The next regular Library Board of Trustees meeting is scheduled for 7:00 p.m., Wednesday September 21st, 2016 in the Large Conference Room at the Library on Cherry Lane.

RESPECTFULLY SUBMITTED & APPROVED

Gretchen Caserotti, Library Director

Megan Larsen, Board Chair