



## **BOARD MINUTES – REGULAR MEETING 2/17/16**

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

BOARD OF TRUSTEES PRESENT: Megan Larsen, Chair; Dustin Barrett, Vice-Chair; Robert Everett, Treasurer; Howard Little, Trustee; | ABSENT: Douglas Rutan, Trustee

OTHERS PRESENT: Gretchen Caserotti, Director; Pam Geile, Bookkeeper; Janet Emery, Deputy Director; Jeanie Gerwig, Finance Manager; Dawn Cronk, Administrative Assistant

GUESTS: Megan Egbert, Michael Olson, Joe Borton (Borton-Lakey Law Firm), Josh Tyree (Harris & Company), **Justin Prescott**

GUEST COMMENTS: None

CALL TO ORDER: Megan Larsen, Chair called the meeting to order at 7:02 p.m.

- 1. CONSENT AGENDA:** Materials on the consent agenda were sent to the Trustees for review the week before the meeting. They included:

- a. Meeting Agenda
- b. Minutes, Regular Meeting January 20, 2016
- c. Departmental Reports
- d. Policy: Collection Development Policy (no changes, just review)

MOTION made by Everett to approve the consent agenda, seconded by Barrett. All in favor, MOTION passed.

## **2. ARCHITECTURAL CONTRACT DRAFT, HUMMEL ARCHITECTS: Joe Borton, Attorney**

Attorney spoke about piggybacking provisions on entering into negotiations with Hummel Architects on the interior design and programming work for the South Meridian joint-use branch. Contract negotiations to follow the same procedure and Idaho Statutes as was done with the Library Board and Russell Corp in July of 2015. MOTION made by Everett pursuant to Idaho Code 67-2320 to authorize Borton-Lakey Law Firm to enter into negotiation for architectural, interior design and programming work with Hummel Architects for the Meridian Library District on the South Meridian joint-use branch, seconded by Barrett. All in favor, MOTION passed.

### **3. ANNUAL AUDIT DRAFT PRESENTATION : Josh Tyree, Harris & Company**

Josh passed out a draft of the annual independent audit to the board for review. Trustees should review and send comments to Caserotti by March 2<sup>nd</sup> to compile and review with Harris & Com. auditors. Tyree will bring the final copy to the next meeting for approval.

### **4. EDUCATION ASSISTANCE REQUEST: Justin Prescott, MLD Community Specialist**

Justin Prescott is currently enrolled in school pursuing his MLS degree from University of North Texas. He has 3 semesters left and is requesting ½ the cost for the 3 semesters which is approximately \$3,740. Anticipated graduation is May 2017. Cost would therefore fall in 2 fiscal years. Caserotti shared the education budget is unspent at this time, 1 employee waiting on 1 remaining course, MOTION made by Little to approve providing \$3,740 for tuition costs for Justin, Everett seconded. All in favor, MOTION passed.

### **5. DIRECTOR'S REPORT:**

- a. Caserotti introduced Jeanie Gerwig, the new Finance Manager. Pam is retiring, but will continue to help Jeanie until she is up to speed.
- b. A huge thank you to the HR Dept. for the great job recruiting excellent applicants. They are working on our staffing models, and adding personnel where departments are thin. The Public Services Manager is on hold until a Public Services Librarian is hired.

### **6. JANUARY FINANCIAL REPORTS; MONTHLY STATEMENT & LISTING OF BILLS:**

- a. Financial reports, monthly statement & bills were discussed.
- b. Caserotti brought attention to expense lines not on target, commenting on what the major drivers are in those categories are and which lines are not expecting any further charges in this fiscal year. Some areas such as unBound are seeing actual costs **higher than** what was budgeted. Caserotti anticipates we will have to re-open and amend our budget later this year.

MOTION made by Everett to approve the financial report; monthly statement & bills, seconded by Little. All in favor, MOTION passed.

### **7. SOUTH BRANCH: (Hillsdale)**

- a. School Librarian position – Gretchen proposed hiring a school librarian to work at the school prior to the public branch being built. The librarian would be our employee, but work at the school library as well as Silverstone. Escalating the hiring of a school librarian could cement our role as a partner and commitment to this project, ensure the students receive the high quality library service envisioned for the project and keep a direct connection to the school faculty in the interim. The operational details and agreements are still being ironed out with West Ada School District. Caserotti will work on a job description and a better estimate of costs including benefits, to be discussed at the March meeting.

b. Partner Meeting Updates -

1. St Luke's joined the team. Meetings with all partners present were held end of January and early February with a goal of agreeing on the shared vision ("healthy families, healthy living") and project timeline for the project.

2. YMCA plans to move forward on the dry side with goal of fall 2017 opening. Hillsdale Elementary scheduled to open fall of 2016. City of Meridian was waiting on YMCA before proceeding so are discussing but likely fall of 2017 opening for park as well.

3. Discussions have moved forward with WASD on library materials to be purchased and how this will be handled. Assume MLD will purchase collections & furnishings at depreciated cost when branch would open. Travis Porter and Cheri Rendler working with WASD staff on details of acquisitions in hope of reducing work down the road, increasing efficiency.

**8. NORTH BRANCH:**

- a. Land acquisition update – hoping for donated land – no update at this time.
- b. Drawings update – 2 out of 3 proposals are in, hope to have them by March.

**9. POTENTIAL BOND 2016: Construction funding for 2 branch libraries**

- a. Creation of task force/committee/cabinet discussion. Consider formation of working groups to help manage/direct parts of projects. Caserotti will draft a clearer vision of the concept for the next meeting.

**10. PERSONNEL: Program Specialist job description (revised), Salary Schedule (updated)**

Consider changes to program specialist job description to generalize so can be applied to more than one department. Added recent positions to schedule such as Finance Manager to replace Bookkeeper on the salary schedule. MOTION made by Everett to approve revised Program Specialist job description and updated salary schedule, Little seconded. All in favor, MOTION passed.

**ADJOURNMENT:** Larsen made a MOTION to adjourn the meeting, Barrett seconded. All in favor, MOTION passed. The meeting was adjourned at 8:40 p.m.

The next regular Library Board of Trustees meeting is scheduled for 7:00 p.m., Wednesday, March 16, 2016 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