



## **BOARD MINUTES – REGULAR MEETING 3/16/16**

The Board of Trustees of the Meridian Library District met for its regular meeting at 7:00 p.m. on Wednesday, March 3, 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; Douglas Rutan, Trustee | ABSENT: None

OTHERS PRESENT: Gretchen Caserotti, Director; Jeanie Gerwig, Finance Manager; Macey Snelson; Communications & Marketing Specialists; Travis Porter, Branch Manager; Pam Geile; Bookkeeper; Dawn Cronk; Administrative Assistant

GUESTS: Josh Tyree (Harris & Company), Khristie Bair; Principal, Hillsdale School. Dennis Hahs; WASD Library Coordinator

GUEST COMMENTS: None

CALL TO ORDER: Megan Larsen, Chair called the meeting to order at 7:00 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 February 17, 2016
- c. Departmental Reports
- d. Personnel: Assistant Branch Manager job description (revision)

Megan requested that item 3b be removed from the Consent agenda to revise the meeting minutes.

MOTION made by Robert to revise the consent agenda, seconded by Dustin. All in favor, MOTION passed.

### **1.5 Minutes Revisions**

- 1.5.i Justin Prescott present.
- 1.5.ii Correct spelling of unBound in 6b.
- 1.5.iii Correct 7B to add (possible shared vision) in first bullet.

MOTION made by Howard to approve the new revised minutes as corrected, seconded by Doug. All in favor. MOTION passed.

**2. ANNUAL AUDIT DRAFT REVIEW – Josh Tyree, Harris & Company:**

- a. Josh Tyree reported that he had rearranged some expense line items and fixed some wording to be compliant.

MOTION made by Robert to accept the audit review, Dustin seconded. All in favor. MOTION passed.

**3. FEBRUARY 2016 FINANCIAL REPORTS; MONTHLY STATEMENTS AND LISTING OF BILLS:**

- a. We have used 42% of the budget for this fiscal year.

MOTION made by Doug to accept financial reports, monthly statements and listing of bills, Howard seconded. All in favor. MOTION passed.

**4. DIRECTOR'S REPORT:**

- a. Gretchen introduced Macey Snelson the Communications & Marketing Specialist.
- b. Pam's last board meeting, she received a gift from the board.
- c. Gretchen shared a comment commending the library staff for a good job done.
- d. The library is updating the staffing models.
- e. Friday, Gretchen can announce an employee has been named a Mover & Shaker by Library Journal magazine.

**5. CHARGES AND FINES SCHEDULE REVISION: Add costs for 3D printing and other "Maker supply" costs:**

- a. Charges under discussion for unBound not considered "fees", and are subject to public notice.
- b. Give unBound time to see how much the "maker supplies" are being used. The schedule will reflect sales tax, costs, incremental material costs that will be fair and tiered.

MOTION to approve the Charges and Fines Schedule made by Dustin, seconded by Robert. ALL in favor. MOTION passed.

**6. SCHOOL LIBRARIAN:**

- a. Job Description, revised salaries, updated salary budget (including added staff & retired staff.
- b. Summary of updated salary, benefit costs, actual expenses.
- c. Overview of what our role is in the partnership, and what the benefits are of the partnership.

- d. The position is based on national standards. It will be a FT MLD position, and split between Silverstone and Hillsdale School (including outreach to other schools in south Meridian).

MOTION to approve job description made by Doug, seconded by Dustin. All in favor, MOTION passed.

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

- a. Need to work with city planners next week for identifying alternate land available.
- b. Gretchen will bring a rough draft of an MOU to get it started. There are sample models to look at from ISU and Oakland agreements.

**8. NORTH BRANCH UPDATE:**

- a. Talking with developer, did not meet in February.
- b. Gretchen meets with city planners next week for alternate land available.
- c. We will need to choose an architect.
- d. Broker, we will need one even if we get land donated. Gretchen will find one to work with.

**9. ANNUAL PUBLIC BUDGET HEARING DATE:**

- a. Date for the budget hearing as required by law, suggested August 17, 2016 @ 6:45 pm.

MOTION to accept the annual budget hearing date made by Megan, seconded by Robert. All in Favor. MOTION passed.

**10. EXECUTIVE SESSION:** at 8:11 pm MOTION made by Larsen, seconded by Barrett to move into Executive Session pursuant to Idaho Statutes 74-206(b) to discuss the performance of the Library Director; Everett – yes. Barrett – yes. Little – yes. Rutan – yes. Trustees closed session at 8:20 pm

**ADJOURNMENT:** Megan made a MOTION to adjourn the meeting, Robert seconded. All in favor, MOTION passed. The meeting was adjourned at 8:20 p.m.

The next regular Library Board of Trustees meeting is scheduled for 7:00 p.m., Wednesday, April 20, 2016 in the Large Conference Room at the Library on Cherry Lane.

RESPECTFULLY SUBMITTED AND APPROVED

---

Gretchen Caserotti, Library Director

---

Megan Larsen, Board Chair