



BOARD MINUTES – REGULAR MEETING 5/18/16

The Board of Trustees of the Meridian Library District met for its regular meeting at 7:00 p.m. on Wednesday, May 18, 2016 in the Large Conference Room at the Library on Cherry Lane.

1. **CALL TO ORDER:** Megan Larsen, Chair called the meeting to order at 7:00 p.m.
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; Cheri Rendler, Materials Services Manager; Dawn Cronk, Administrative Assistant
GUESTS: Stephanie Bonney, (Moore Smith Buxton & Turcke)
2. **GUEST COMMENTS:** None
3. **APPROVAL OF AGENDA:** MOTION made by Little to approve the agenda, seconded by Everett. All in favor, MOTION passed.
4. **APPROVAL OF MINUTES – Regular Meeting April 20, 2016:** MOTION made by Little to approve the minutes, seconded by Barrett. All in favor, MOTION passed.
5. **APRIL 2016 FINANCIAL REPORTS; Monthly Statement and Listing of the Bills:**
 - a. Financial Reports
 - b. Monthly statement and Listing of the Bills

The Trustees were provided with a Financial Observations statement by the Finance Manager and all ledger and balance statements in packets for review prior to the meeting. MOTION made by Little to accept the monthly statement and listing of bills, and the financial report. Barrett seconded. All in favor, MOTION passed.

6. **FALL 2016 PROPOSED BOND DISCUSSION:** Caserotti had no new information to provide the Trustees following the presentation by Piper Jaffray at the April meeting.
7. **FALL 2016 GENERAL ELECTION PROPOSED RESOLUTION ADOPTION:** Stephanie Bonney, attorney from Moore Smith Buxton & Turcke went over the bond resolution. Not many changes since last year except for a small change in the interest rate. We will be capped at \$12,000,000. When this is adopted it will then go to Ada County for filing. Little made a MOTION to adopt the bond election resolution as presented, seconded by Rutan. All in favor, MOTION passed.
8. **DIRECTOR'S REPORT:**
 - a. Caserotti passed around comment slips and cards received from members of the community.

- b. Caserotti just received the financial policy from legal counsel. The feedback needs to be gone over with the Director and Finance Manager before they bring it back to the Board.
- c. Migration to Polaris – Cheri Rendler has coordinated the training for staff. Macey Snelson developed an information plan for the public using social media, email, and signage in the library. During the migration period there will be no programs so that staff can service the public. Feedback is that patrons are looking forward to the new system. Patrons that will be most unhappy are list users.
- d. John Jack McGiff – an avid library user has passed away, and we are the recipients of some donations due to his wishes. The donation will be used for the collection with a nameplate showing the item was donated in his honor.
- e. There was a nice sendoff for Kim’s retirement, and Anne Esplin, the new Public Services Librarian has come on board. We are in the final stages of the Public Services Manager selection.
- f. Rutan made a nice comment about unBound as it has become very useful to the community.

9. CHERRY LANE TRAFFIC PATTERN AND PARKING LOT:

- a. There was an accident in the parking lot on Friday afternoon between a motorist and bicyclist. The driver and the victim are both library users and are okay. Cherry Lane is difficult to access with trees and signs blocking views. Caserotti has asked ACHD for a Hawk light to make it easier for patrons to cross over to the library. ACHD is willing to help and Caserotti is in contact. Caserotti will look into having access from Leisure Lane.
- b. Yesterday our 20 year old fire sprinkler had a leak just above the entrance doors. It is being fixed, but we may need to consider what kind of renovations this building will need and a timeline. Larsen suggested getting someone to help us move this along to look into our options. Caserotti will look into the independent party and report back to the Board.

10. SOUTH AND NORTH BRANCH PROJECT UPDATES:

- a. Caserotti is combining the two categories on the agenda as there is not much to report.
- b. South Branch group met with Hummel for the second draft. There is a rough outline for square footage, and Caserotti will have a meeting with them to go over it.
- c. The partners have been working on “right-sizing” their projects. Caserotti asked for a new floor plan on the project.
- d. The Hummel contract is still in the hands of legal counsel, we may get it back in June or July.
- e. North Branch, still looking for a site. Two months ago we talked about getting a committee formed – and since then Caserotti found out that there are actually owner’s reps that are heavily used as liaisons between all the partners involved. Caserotti spoke to a referral, and Albertson’s hired this person to be a shepherd to all the partners of the South Branch. Caserotti thinks we won’t need a committee as the owners rep would take care of that for us. Larsen asked if all the meetings need to be with Caserotti to keep things moving forward. Caserotti will bring updates to the Board each meeting and invited the Board to come and join the meetings. Caserotti will make sure the library is represented at all the meetings, whether it is herself, Travis Porter, or a Board member, the library will be represented at all the big picture decisions being discussed.
- f. Hummel has given a timeline for focus group work, having charrettes early on.
- g. Caserotti sat down with Macey Snelson to get a communication plan started.

- h. Matt Damon will be coming to the Cinema at the Village in Meridian on Wednesday, July 20. We will need to have a presence at the event as will all the partners involved.

11. SOUTH MERIDIAN PARTNER MEMORANDUM OF UNDERSTANDING APPROVAL:

- a. Last month it was decided to have Caserotti get a legal review. Legal counsel said it is fine to proceed as it is non-binding at this stage. Barrett made a MOTION to approve the MOU, Little seconded. All in favor, MOTION passed.

12. EXECUTIVE SESSION:

- a. At 7:39 pm Larsen made a MOTION, seconded by Barrett to move into Executive Session pursuant to Idaho Statutes 74-206(b) to consider personnel matters. Roll Call vote: Everett – yes. Barrett – yes. Little – yes. Rutan – yes. Trustees ended the Executive Session at 7:43 pm.

ADJOURNMENT: Larsen made a MOTION to adjourn the meeting, Everett seconded. All in favor, MOTION passed. The meeting was adjourned at 7:43 p.m.

The next regular Library Board of Trustees meeting is scheduled for 7:00 p.m., Wednesday, June 15, 2016 in the Large Conference Room at the Library on Cherry Lane.

RESPECTFULLY SUBMITTED AND APPROVED

Gretchen Caserotti, Library Director

Megan Larsen, Board Chair

Dustin Barrett, Vice-Chair, (pro tem)