



BOARD MINUTES – REGULAR MEETING 10/19/16

The Board of Trustees of the Meridian Library District met for its regular meeting at 7:00 pm on Wednesday, October 19, 2016 in the Large Conference Room at the Library on Cherry Lane.

BOARD OF TRUSTEES PRESENT: Megan Larsen, Chair; Dustin Barrett, Vice-Chair; Howard Little, Trustee; Douglas Rutan, Trustee. **ABSENT:** None

OTHERS PRESENT: Gretchen Caserotti, Director; Jeanie Gerwig, Finance Manager; Dawn Cronk, Administrative Assistant

GUESTS: Cheryl Richards, HR Generalist; Cheri Rendler, Materials Services Manager, Megan Egbert, District Programs Manager; Christina Hirsch, Benjamin Limb, Jeffrey Kohler (via phone)

1. **CALL TO ORDER:** Megan Larsen, Chair called the meeting to order at 7:01 pm
2. **GUEST COMMENTS:** None
3. **MEETING AGENDA:** No changes
4. **CONSENT AGENDA:** Regular Meeting Minutes September 21, 2016
Barrett made a motion to accept the Consent agenda, Little seconded. All in favor, MOTION passed.
5. **SEPTEMBER 2016 FINANCIAL REPORTS: Monthly Statements & Listing of Bills:**
The trustees were provided with a Financial Observations statement by the Finance Manager & all ledger & balance statements included in packets for review prior to the meeting. The monthly statement shows the adjustments to the budget. There were no questions about line items. Rutan likes the statements as presented. Caserotti asked the Board what their opinion of the Library using 99% of the year-end budget. The Board thinks we did a great job coming in so close. Adjustment to revenue may increase as not all receipts are in. Little made a MOTION to accept the September 2016 financial report; & the monthly statements & listing of bills, Rutan seconded. All in favor, MOTION passed.
6. **TRUSTEE VACANCY: Interview qualified candidates & approve appointment:**
 - a. Jeannette Duvall-Ward withdrew her application.
 - b. Three candidates interviewed: Christina Hirsch, Benjamin Limb, & Jeffrey Kohler.
 - c. The candidates:
 - I. Christina Hirsch – has a background in advertising & experience in budget planning, account management & community education. She & her family are new to the community. The family are avid library users. She would like to help the library achieve its goals.
 - II. Benjamin Limb – would bring a younger perspective, he has an undergrad in computer technology, & is getting his MBA. He is an Intelligence Assurance Engineer & is the CEO of Groupfolio LLC. He loves to serve in the community, & would enjoy being challenged serving on the Board.

III. Jeffrey Kohler- He & his family have been avid library users. He is a Project Manager for Tangoe Inc., & has been an expense manager, Telecom manager, & a voice network engineer. He is very knowledgeable with software & networks, & has been involved with many community organizations.

d. Interview questions all candidates were asked in rotation:

- I. Trustees bring experience, knowledge, strategic thinking, & their relationships in the community to the board. Can you tell us more specifically, about what you are bringing to the board?
- II. Why are you interested in committing your time & energy to the library?
- III. What do you think are the characteristics of a great board member? OR What do you think being a trustee involves?
- IV. How do you see the trustees' role in relation to that of Director?
- V. What do you think the Library's most important roles are for the community? OR Would you describe to us what you think the library does, & who benefits from our work?
- VI. What are some of the problems & challenges facing libraries?

e. Larsen reminded the Board of the 60-day time frame to fill the vacancy. Caserotti told the candidates that the Board appreciates their applications. Barrett would like a discussion for selecting the new Board Trustee; he thinks we make better decisions collaboratively. Caserotti will set up a Special Meeting where board members can attend physically or remotely to deliberate to decision. There needs to be a quorum. Tuesday October 25th works for the board. Caserotti will book & get the meeting notice posted.

7. TRUSTEE TRAINING: Schedule date for special meeting - Kevin Tomlinson from ICFL has training for new Trustees or as a refresher for any Trustee. Possible dates are Nov. 11 late afternoon date – 4:30, or Nov. 29 in the evening, it will take 1.5 hours. Caserotti asked if the candidates could possibly keep those dates open for training. Caserotti will get it planned.

8. EMPLOYEE BENEFIT RENEWAL DISCUSSION: Higher increase in medical rate renewal this year. Current plan pays 100% employee coverage for medical, dental, vision & HRA \$150 per month. Coverage is 50% of medical for spouse. Employee cost is about \$265 a month currently for a family. Echelon Group provided a comparison of rates for the various plans. Will stay with current dental plan & add Willamette alternative. Continue with same Vision plan. Medical is most impactful – Select Health's grandmothers plan will need replaced by an ACA plan in 2018. Can renew to a compliant plan now with comparable coverage for 23% increase. If we stay with our current plan, we will continue to pay 100% of employee premium. Reviewed level-funded plans - employer pays a portion of medical claims up to a maximum & then insurance kicks in to cover remainder. Richards explained would like to explore option with IHC (Aetna provider level funded plan) because it may provide us a break in cost. We are in the process of having health forms filled out by employees to be sent to carriers to get a rate quote from IHC. Once the rate is determined, we will make a decision on what avenue we should take. We may need to lower what the Library pays for HRA as one option. We would like to minimize the disruption to the employees having to pay more out of pocket, but we will require an increase in employee contribution to premiums with the insurance costs rising. Trustees agree the path forward is sound.

9. DIRECTOR'S REPORT:

Staff day was a success & a survey will go out to get employee feedback. Award winners – Travis Porter received the Innovation Award, Alexandra Johnatakis the Service Excellence Award, Skye Corey the Team Player Award, & Allie Poole the Spirit Award. There was great turnout for author Meridian Writes winner Peter Leavell event. Egbert invited the board to be readers for it this year.

a. Q4 Statistics (preliminary year-end):

- I. Circulation is up 10% from last year. The ILS migration has been wonky trying to get all the libraries reporting the same way so that all stats reported to the state will be more accurate. Rendler explained that for the same reports there might be different tables in use. Door counter problematic – schedule battery changes in the future. Internet sessions are incorrect; they were overestimated 4 months last year when software was down. Programs up– Includes Outreach events, most programs have increased attendance. Web & Wi-Fi – We have to report the Wi-Fi – Nate & Janet are working on it. Caserotti asked if the quarterly statistical reports are acceptable, or would the Board like to see them modified, or more or less often reported. The Board likes how it is reported.

10. BOND & BRANCHES PROJECT UPDATE:

- a. North branch - has moved forward with a commitment from the landowners. Orville & Heidi Thompson & David & Kristin Turnbull have both committed land on the northwest corner of Chinden & Black Cat. Depending on the bond, the Library may be the first on the property, with a possible partnership much like the partnership with Hillsdale currently. There is an article in Meridian Press about the donation of land.
- b. Hill Update – publicity is out in the Meridian Press – branding is coming soon. Silverstone staff will go Tuesday to shelve books for Maria Ricks at the school library. All the partners are very cooperative.
- c. Bond – Administered the communication plan with direct mailings, speeches, informal chats. There was a dialogue & donuts with staff to find out what they encounter as they chat with the public. Most encounters are positive, very few negatives. Monitoring social media comments – Allowing citizens to answer each other, & seems to be going well. Reinforce separate measures – We are willing partners, all information is on our website. We are being very transparent in disclosing plans etc.

ADJOURNMENT: With no further business before the Board, the meeting was adjourned by Chair, Megan Larsen at 8:37 pm.

The next regular Library Board of Trustees meeting is scheduled for 7:00 p.m., Wednesday November 16th, 2016 in the Large Conference Room at the Library on Cherry Lane.

RESPECTFULLY SUBMITTED & APPROVED

Gretchen Caserotti, Library Director

Megan Larsen, Board Chair

