



BOARD MINUTES – REGULAR MEETING 9/21/16

The Board of Trustees of the Meridian Library District met for its regular meeting at 7:01 pm on Wednesday, September 21, 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, Library Director; Jeanie Gerwig, Finance Manager;

GUESTS: Janet Emery, Skye Corey

1. CALL TO ORDER: Chair Megan Larsen called the meeting to order at 7:01 p.m.

2. GUEST COMMENTS: None

3. MEETING AGENDA: No changes

4. DECLARATION OF TRUSTEE VACANCY: Trustee Robert Everett submitted resignation. Caserotti has notified Ada County. Meridian Library District Board of Trustees declares his seat vacant (term expires May 2017). Caserotti will post the vacancy on the website & local media. Applications will be accepted until October 12th (3 weeks) and interviews scheduled for the next regular meeting on Wednesday October 19th, 2016. In an effort to treat all candidates fairly and be efficient with time, MLD will use a similar process to the West Ada School District by interviewing candidates in a panel in a Regular Meeting.

4a. OFFICE OF TREASURER: Trustees discussed and decided not to fill the Treasurer position until the seat has been filled. Chair Megan Larsen will fulfill the duties of the Treasurer in the interim by approving the bills and checking invoices.

5. EXECUTIVE SESSION: 7:10pm Chair Megan Larsen made a MOTION that in accordance with Idaho Statutes the Board of Trustees will retire into Executive Session per Idaho Code §74-206(1) (b) to consider evaluation, dismissal or disciplining of, or to hear complaints regarding a personnel matter and (f) to consider a matter involving potential litigation. Roll Call Vote: Larsen – Yes; Barrett – Yes; Little – Yes; Rutan – Yes. Trustees came out of Executive Session at 7:36 p.m. No action was taken.

6. WEST ADA SCHOOL DISTRICT SCHOOL LIBRARIAN AGREEMENT: After months of back-and-forth, all parties have agreed on the terms of the agreement for the School Librarian at Hillsdale Elementary and attorneys have been consulted. The WASD Board approved this agreement on September 13. This agreement includes the conditions important to MLD as appropriate, others will appear in the operating agreement. The agreement is for the staffing of the Hillsdale Elementary School Library for the 2016-2017 school year with the option to extend future years

depending on outcome of the bond. MOTION to approve the agreement was made by Little, seconded by Rutan, all in favor, MOTION carried.

7. AUGUST 2016 FINANCIAL REPORTS; MONTHLY STATEMENTS AND LISTING OF THE BILLS:

Trustees provided listing of all bills, monthly statement and cash balances prior to the meeting for review. Expenses are tracking on target for FY16, should come in right where we budgeted. MOTION made by Barrett, seconded by Little to approve the bills as presented, all in favor, MOTION carried.

8. DIRECTOR REPORT: Credit card process change nearing completion, includes training and documentation process with employees. Will make changes in appropriate policies. Employee Handbook being pushed back for review until December, nothing urgent and can leave space for consideration of holiday use/closure review. Preparing for Staff Day on October 10, all Trustees invited. Speaker Patrick Sweeney talking about advocacy as introverts & Shirley from ICFL workshop on difficult conversations. Also coming up to launch of new website on October 3rd will have brief content freeze so all live and current on Monday the 3rd. No questions about departmental reports, but Barrett commented it was good that staff were able to figure out the self-check at Silverstone counting as Cherry Lane check outs!

9. CONSENT AGENDA: MOTION made by Rutan to approve the consent agenda, seconded by Little, all in favor, MOTION carried.

- a. Special Meeting Minutes August 17, 2016
- b. Regular Meeting Minutes August 17, 2016
- c. Communications and Marketing Job Description (slight revision)
- d. Financial Policy (slight revision)

10. TECH LIBRARY (SUPERVISOR) JOB DESCRIPTION AND SALARY SCHEDULE UPDATE: On agenda for explanation and opportunity for discussion. Reviewed Nick Grove's position at unBound, Janet, Nick and Cheryl worked on this job description which is more accurate to the work he is doing (vs former Digital Services Librarian job). Examined size of staff to supervise, business of location and determined a Supervisor level position. Personnel changes also require the update to the Salary Schedule. MOTION made by Barrett to approve the Tech Library Supervisor job description and Salary Schedule, seconded by Rutan, all in favor, MOTION carried.

11. BOND AND BRANCHES UPDATE:

11a. NORTH BRANCH SITE SELECTION: verbal commitment from land owners at Black Cat & Chinden, have been out of the country this month so no new updates since August.

11b. THE HILL: Drake Cooper helping with branding, logo and tag line to be announced this fall. Hillsdale is open, Maria doing great. Travis Porter and Caserotti attended and spoke at Mayor Tammy's Town Hall and the Hillsdale PTO night. Concerns about student security raised so created handouts and put new pages on website with FAQ about the library partnership.

11c. BOND UPDATE: communication plan being executed, social media posts, email signatures, talking to community members, know we are last on the ballot now behind CWI & WARD so even more important to encourage citizens to go vote (to the end of the ballot). Trustees asked what they're hearing. Hearing more about national political scene than hearing talk about our measure, but in some circles all positive about library measure. Trustees encouraged to talk about it with citizens and share feedback they hear, especially misinformation, so MLD can respond and get information out.

ADJOURNMENT: With no further business before the Board, the meeting was adjourned by Chair Megan Larsen at 8:02 p.m.

The next regular Library Board of Trustees meeting is scheduled for 7:00 p.m., Wednesday October 19th, 2016 in the Large Conference Room at the Library on Cherry Lane.

RESPECTFULLY SUBMITTED & APPROVED

Gretchen Caserotti, Library Director

Megan Larsen, Board Chair