



## **BOARD MINUTES – REGULAR MEETING 12-21-16**

The Board of Trustees of the Meridian Library District met for its regular meeting at 7:00 pm on Wednesday December 21, 2016 in the Large Conference Room at the Library on Cherry Lane.

**BOARD OF TRUSTEES PRESENT:** Megan Larsen, Chair; Howard Little, Trustee (via phone); Douglas Rutan, Trustee; Christina Hirsch, Treasurer **ABSENT:** Dustin Barrett

**LIBRARY STAFF PRESENT:** Gretchen Caserotti, Director; Jeanie Gerwig, Finance Manager; Dawn Cronk, Administrative Assistant

**GUESTS:** Josh Tyree, Harris & Company

1. **CALL TO ORDER:** Megan Larsen, Chair; called the meeting to order at 7:03 pm
2. **GUEST COMMENTS:** None
3. **MEETING AGENDA:** Caserotti mentioned the need to pull item #7 from the agenda as the students will not be presenting tonight but at the January meeting. Larsen made a MOTION to strike #7 from the agenda, Little seconded. Larsen made a MOTION to accept the amended agenda, Little seconded. All in favor, MOTION passed.
4. **CONSENT AGENDA:** Consent agenda items are considered routine and are acted on with one motion. There will be no separate discussion on these items unless the Board Chair, a member of the library board, library staff, or a patron requests an item to be removed from the Consent agenda for discussion.
  - a. Regular Meeting Minutes November 16, 2016Rutan made a MOTION to accept the Consent Agenda, Hirsch seconded. All in favor, MOTION passed.
5. **NOVEMBER 16, 2016 FINANCIAL REPORTS; Monthly Statements and Listing of the Bills:**

The trustees were provided with a cash balances and cash disbursements included in packets for review prior to the meeting. There is no monthly financial statement this month due to an accounting system migration. November financials will be presented at the January meeting. Little made a MOTION to accept the listing of bills, Rutan seconded. All in favor, MOTION passed.
6. **AUDIT PRESENTATION:** Josh Tyree, Harris & Company presented the audit. This year we have a very clean audit due to incorporating the Auditor's suggestions from last year. Jeanie mentioned we should do an inventory on our assets. Materials inventory is planned to be been on rolling cycle. Larsen made a MOTION to accept the audit as presented, Rutan seconded. All in favor, MOTION passed.

**7. EXECUTIVE SESSION:** At 7:18 pm, Larsen made a MOTION to move into Executive Session pursuant to Idaho Code §74-206(b). Roll Call: Larsen - Yes, Little - Yes, Rutan - Yes, Hirsch - Yes. Trustees ended the session at 7:30 pm.

**8. COMPUTER PURCHASE PROGRAM UPDATE/REVISION:** The Computer Purchase Program was initiated in 2013, and time to update/revise. The revision was sent to the attorneys, the auditors & ICRMP have seen the initial Computer Purchase Program. This program benefits the employee by reducing barriers to access technology, which will in turn benefit the public by increasing library staff technology skills. The cap is set at \$1500, and only one device at a time financed. Megan asked about how many are using the program, answer about 4 or 5. The majority have been very positive and paid off the balance early. Concern for if an employee resign before the item is paid in full. Policy includes language for withholding from paychecks. There is a hold on purchases until the board has approved the revision. Rutan made a MOTION to approve the revised Computer Purchase Program, Hirsch seconded. All in favor, MOTION passed.

**9. DIRECTOR REPORT:** Currently there are several positions open, and we are reevaluating positions and job descriptions. There are no changes in the budget due to employee changes. Overall, we have healthy turnover. Next month revised job descriptions, especially tech positions will be brought to the board. Flextechs are helping fix outstanding tech issues. There is a form being sent out to staff to get a list of things needing done so that Flextech can fix those in the next 2 months. Caserotti is meeting with a web developer tomorrow. The web developer will consult and train Hailey on content on our website. Follow up on bond and planned polling – a handout was given to read and discuss at the next meeting. There are 3 proposals for polling; all say the polling can be done within 6 weeks. Travis Porter and Caserotti are meeting with Sundance about the lease on Silverstone that expires September 2017. If we choose to leave, we have 120 days to exit. Work on updating the Strategic Plan will begin in January. The State Statistics Report is due January 1<sup>st</sup>, and will be filed on time.

**ADJOURNMENT:** With no further business before the board, Megan Larsen, Chair; adjourned the meeting at 7:50 pm.

The next regular Library Board of Trustees meeting is scheduled for 7:00 pm, Wednesday January 18, 2017 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