



REGULAR MEETING MINUTES 3/15/17

The Board of Trustees of the Meridian Library met for its regular meeting at 7:00 pm on Wednesday March 15, 2017 in the Large Conference Room at the Library on Cherry Lane.

BOARD OF TRUSTEES PRESENT: Megan Larsen, Chair; Howard Little, Trustee; Christina Hirsch, Treasurer; Doug Rutan **ABSENT:** Dustin Barrett

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

GUESTS:

1. **CALL TO ORDER:** Megan Larsen, Chair; called the meeting to order at 7:18 pm
2. **GUEST COMMENTS:** None
3. **MEETING AGENDA:** Larsen requested to remove “e” from the consent agenda and add it as 4.1 and to amend the agenda to include 9c SWOT analysis, and add Executive item Idaho Code §74-206(1) (f). Larsen made a MOTION to accept removing “e” from the consent agenda and making it 4.1, including 9c SWOT analysis, and adding Executive item Idaho Code §74-206(1) (f), Rutan seconded. All in favor, none opposed. MOTION passed.
4. **CONSENT AGENDA:** Consent agenda items are considered to be routine and are acted on with one motion.
 - a. Regular Meeting Minutes February 15, 2017
 - b. Job Description Update: Administrative Assistant
 - c. Job Description Update: Community Specialist
 - d. Job Description Update: Community Librarian
 - e. Job Description Update: Outreach Manager
 - f. Job Description Update: District Technology Support Specialist
 - g. Policy Revision: Lending Guidelines
 - h. Records Disposal: Financial Records List
 - i. Records Disposal: HR Purge Files List

Little moved to accept the corrected consent agenda, Hirsch seconded. All in favor, none opposed. MOTION passed.

- 4.1 Job Description Update:** needs to be corrected to read Maintenance Specialist not Facilities Specialist. Rutan made a MOTION to approve the Maintenance Specialist job description, Little seconded. All in favor, none opposed. MOTION passed.
- 5. February 2017 Financial Reports; Monthly Statements and Listing of the Bills:** Christina asked about the IT staff positions. Caserotti explained they are still doing interviews. Little made a MOTION to accept the February 2017 Financial Reports; monthly statements and listing of bills, Rutan seconded. All in favor, none opposed. MOTION passed.
- 6. Jr. Librarian Presentation: Joe Hess:** Joe has been here as a Jr. Librarian a little over a year. He found out how much there really is to learn and do here. Joe put together an Undiscovered Books display, meaning if a book has not circulated in a year, it sits on the shelf until it is weeded. His idea was to give these books a second chance. The collection will be rotated to keep older books in circulation. Having enjoyed the time spent at Main and MSIL, Joe intends to get his MLS to be a librarian. Some ideas of how to help other Jr. Librarians would be to have more consistent training including helping patrons, and making sure they understand the library policies.
- 7. DIRECTOR REPORT:** Copies of the final audit were handed out as well as upcoming budget levy training date. Jeanie & Gretchen will attend, and the board was invited to also attend. The Annual Report was handed out as well and will be posted on the website. Inventory of the library's assets are in process and on track to come together in April. Larsen mentioned a pilot program for adult disabled patrons; she thinks it is an awesome idea.
- 8. Collection Development Policy Review:** With discussions on challenges of library materials staff would like the boards input on what might need updating or clarification. There is a simple sentence for children's censorship with parent's approval. Parents need to monitor their children's reading choices. Christina asked about donations as gifts. Caserotti explained that donations of materials has a stipulation that once they are given to the library there are no restrictions on what we do with them. Cheri & Managers looked at it and had no suggested revisions.
- 9. Strategic Planning Update:**
- a. Data Analysis Presentation and Discussion: Two documents were received today. Gross summary of the community had 400 responses. The 18-35 demographic had very few responses. 10% of the responses were from non-library users. Cherry lane was heavy on surveys, and we need more

from MSIL & Outreach. Non-users have access to books online. Patrons want a family friendly and safe environment, an educated population, and early literacy programs are some of the topics important to the community. Next month there will be compiled information with data analysis. The survey will be out until the end of the month.

- b. Citizen Focus Groups: Phase I is done and we are moving into Phase II. Two sessions are scheduled for next week. There is a meeting with the facilitator tomorrow. We will use the data from the surveys for questions to discuss with the groups next week. There is a draft agenda for the focus groups. There are still spaces available and the board is welcome to join either group.
- c. SWOT analysis: John & Travis went to all the departmental meeting to collect data from the staff. Board SWOT Analysis results:
 - Strengths – Director and staff, expertise, continuous improvement, partnerships in the community, and unBound ideas.
 - Weaknesses – Physical facilities, population growth, no knowledge of unBound, Facebook, articles, marketing, educating the public.
 - Opportunities – population growth, partnerships.
 - Threats – population growth, losing unBound facility, external resources, legislative restrictions, internet replacing the library, and not giving community tools to improve themselves.

10. Set FY18 Public Budget Hearing Date for August 2017: August 16, 2017 at 6:45 pm before the regular monthly meeting for the budget hearing was proposed. Larsen made a MOTION to accept the budget hearing date August 16, 2017, Little seconded. All in favor, none opposed. MOTION passed.

11. EXECUTIVE SESSION: In accordance with Idaho Statutes Idaho Code §74-206(1)(b) & (f) the Board of Trustees retired into Executive Session to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, individual agent or public school student and to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. 8:02 pm went into Executive Session. Roll Call: Larsen YES, Hirsch YES, Rutan YES, Little YES. The Board came out of Executive Session at 8:44pm.

With no further business before the Board, the meeting was adjourned by Chair Larsen at 8:44 pm.

The next regular Library Board of Trustees meeting is scheduled for 7:00 p.m., Wednesday, April 19, 2017 in the Large Conference Room at the Library on Cherry Lane.

RESPECTFULLY SUBMITTED AND APPROVED

Gretchen Caserotti, Library Director

Megan Larsen, Board Chair