



**NOTICE OF LIBRARY BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
8/21/19**

A regular meeting of the Board of Trustees of the Meridian Library District was held at 7:00 p.m. on Wednesday, August 21, 2019. The meeting was held at the main library building located at 1326 W. Cherry Lane in the large conference room.

PRESENT: Megan Larsen, Chair; Dustin Barrett, Vice-Chair; Christina Hirsch, Treasurer; Howard Little, Trustee; Jeff Kohler; Trustee ABSENT: None

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

GUESTS: None

1. Monthly Regular business meeting called to order by Chair Larsen at 7:01 pm
2. Guest comments - None
3. Consent Agenda: Consent agenda items are considered to be routine and are acted on with one motion. [ACTION ITEM]
 - a. Regular Meeting Minutes, July 17, 2019
 - b. Special Meeting Minutes, August 5, 2019
 - c. Policy Revisions: Collection Development Policy, Internet Use Policy

Larsen removed Collection Development Policy from the Consent Agenda, and become item 3a. Barrett made a MOTION to accept the Consent Agenda with Collection Development Policy removed, Little seconded. All in favor, none opposed MOTION carried.

3a. Collection Development Policy - The attorneys suggested to reword "legally responsible" and clarify Trustees powers per Idaho Statutes. Meridian Library District is a member of the LYNX! Library Consortium, sharing and receiving materials from the other member libraries. Revision includes limitation that requests for reconsideration are only accepted from Meridian Library District residents for Meridian Library District-owned materials. Larsen made a MOTION to accept the Collection Development Policy with suggested revisions, Barrett seconded. All in favor, none opposed. MOTION carried.

4. July 2019 Financial Reports Approval [ACTION ITEM] – Little made a MOTION to approve the monthly reports, Hirsch seconded. All in favor, none opposed MOTION carried.
5. Approval of Amended FY19 Budget [ACTION ITEM] – Little made a MOTION to approve the Amended FY19 Budget, Barrett seconded. All in favor, none opposed MOTION carried.
6. Approval of FY20 Budget [ACTION ITEM] –Barrett made a MOTION to approve the FY20 Budget, Little seconded. All in favor, none opposed. MOTION carried.
7. Library Director Report – This has been a very busy summer. Sept 7th is the staff dinner for the National Medal Award we received, Trustees are invited. Library Sign Up Drive is next month

– the Board is invited to help staff and volunteers canvas neighborhoods. We are 3/4 of the way through the budget year and are where we should be.

8. Approve RFP for Strategic Plan Consultant Services [ACTION ITEM] – The dates on the RFP can be adjusted if needed. With branch expansion know need to update our plan and included funding in FY20 budget to pay consultant as staff don't have capacity to do it themselves. Barrett made a MOTION to approve the RFP for Strategic Plan Consultant Services with the correction on dates from 5/31/2019 to 5/31/2020, Hirsch seconded. All in favor, none opposed. MOTION passed.
9. Approve License Agreement between City of Meridian and Meridian Library District for Non-Exclusive Use of Walking Path in Julius M. Kleiner Memorial Park [ACTION ITEM] - A grant from Blue Cross will make it possible for citizens to enjoy the Story Walk. The lifespan of the metal signs is 10-20 years, and the books will be updated seasonally. Just received the drawings and will bring them to next month's meeting. Barrett made a MOTION to approve as written, the Agreement between the City of Meridian and the Meridian Library District for non-exclusive use of Story Walk in Julius M Kleiner Memorial Park, Hirsch seconded. All in favor, none opposed. MOTION carried.
10. Facilities Report –ADA bathroom upgrades at Cherry Lane start on Monday, the restrooms are out of service until October 7th. The workday will be from 7 am -- 3 pm. Caserotti had proactive meetings with ACHD about the crosswalk planned for install summer 2020. ACHD offered a cost-share to replace the stairs from sidewalk with an ADA ramp, Caserotti proceeding as the advantage is great to MLD. Crosswalk design is an island in the middle with iron posts to keep pedestrians safe. The crosswalk will impede the turning lane and impact traffic at already congested intersection at our exit, plan as of now is to limit no left turns between 3-5pm. Meetings with MSR have been scheduled for unBound building design with staff and meeting with Linder Village architects late September to begin scope of work for that branch. Caserotti attending the groundbreaking event for the pool at the Hill, and staff keeping in touch with the YMCA to keep Tiny Library safe. No letter has been put together yet.
11. Approve CM Company Service Order for ADA Bathroom Improvements [ACTION ITEM] – This is a straight forward agreement, the narrative, drawings, and timeline were in your packets. Little made a MOTION to approve the CM Service Company Service Order for ADA Bathroom Improvements, Hirsch seconded. All in favor, none opposed. MOTION carried.
12. Approve CM Company Service Order for unBound Building Renovation [ACTION ITEM] – No discussion, item tabled.
13. MLD Organizational Restructure Discussion – Leadership starting to plan for reorganization to absorb new branch operations and improve inefficiencies in current structure. Caserotti handed out the organizational chart that is in place now, and a possible future model. Phase 1 - public-facing Managers will report to the Assistant Director. Working on developing Phase 2 now having met with leadership to identify core services.
14. Approve Assistant Director Job Description [ACTION ITEM] – New position has been discussed and included in FY20 budget. Barrett made a MOTION to approve the Assistant Director's Job Description, Hirsch seconded. All in favor, none opposed. MOTION carried.
15. Approve YS Supervisor Job Description [ACTION ITEM] – Knowing we are doing restructuring, Caserotti would like to hire an interim for 6-8 months to help the Youth

Services team figure out what changes should be made. Hirsch made a MOTION to approve the Youth Services Supervisor Job Description, Barrett seconded. All in favor, none opposed. MOTION carried.

16. Approve Updated Salary Schedule [ACTION ITEM] – The schedule reflects the updates approved in 14 and 15 above. Barrett made a MOTION to approve the Updated Salary Schedule, Hirsch seconded. All in favor, none opposed. MOTION carried.
17. Trustee Training; Jim McNall, ICRMP –Jim went over the Open Meeting Laws, Governing Boards roles, what should be on the agenda, consensus voting, executive sessions, conduct of meetings, meeting notices, voting by voice, roll call, and emergency meetings. Also posting notices, consent agendas, and statutory authorization for executive sessions and public records and record retention policies, electronic communication, and ethical considerations for elected officials.
18. Future Agenda Items - None

The meeting was adjourned at 8:35 p.m.

The next regular Library Board of Trustees meeting is scheduled for 7:00 p.m., Wednesday, September 18, 2019, in the Large Conference Room at the Library on Cherry Lane.

RESPECTFULLY SUBMITTED AND APPROVED

Gretchen Caserotti, Library Director

Megan Larsen, Board Chair