



LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES AUGUST 15, 2018

The Board of Trustees of the Meridian Library met for its regular meeting at 7:00 pm on Wednesday, August 15, 2018 in the Large Conference Room at the Library on Cherry Lane.

BOARD OF TRUSTEES PRESENT: Megan Larsen, Chair; Dustin Barrett, Vice-Chair; Christina Hirsch, Treasurer; Howard Little, Trustee; (call-in), **ABSENT:** Doug Rutan, Trustee

LIBRARY STAFF PRESENT: Gretchen Caserotti, Director; Jeanie Gerwig, Finance Manager; Megan Egbert, District Programs Manager; Skye Corey, Youth Services Librarian; Nate Pedersen, Silverstone Branch Manager

GUESTS: Unknown person

1. Monthly Regular business meeting was called to order at 7:01pm
2. Guest comments - none
3. Consent Agenda: Consent agenda items are considered to be routine and are acted on with one motion. [ACTION ITEM] MOTION to approve the consent agenda was made by Barrett, seconded by Little. All in favor, none opposed. MOTION carried.
 - a. Regular Meeting Minutes July 18, 2018
 - b. Special Meeting Minutes, August 3, 2018
 - c. Access to Public Records Policy Revision Approval
 - d. Record Retention Policy Revision Approval
4. Youth Services Framework Presentation; Skye Corey, Youth Services Librarian & Megan Egbert, Programs Manager
 - a. Corey introduced an MLD current project to develop a strategic framework for libraries and potentially other services providers serving children and families with children under the age of 5. The research phase included an environmental scan, surveys and interviews of patrons and stakeholders. They surveyed 125 target patrons & interviews 25 key stakeholders. The research showed there are a few areas of service crossover in the community as well as identified a number of service gaps. The research was open-ended and then coded to identify themes. Findings include parents' desire for quality preschool experiences (broadly defined, enrichment opportunities as well as formal educational programs). Barriers include cost, time and finding quality experiences. Feedback indicated the library should focus budget priorities on programs & collections. They see library's strengths are in early literacy, family engagement & offering quality preschool experiences. Corey & Egbert hope the framework they develop can be used more broadly than just MLD and potentially build a coalition locally to close service gaps for families with young children.

5. July 2018 Financial Reports Approval [ACTION ITEM] – Question asked by Little about staff credit cards as presented on the listing of the bills, would like to see a more detail. Gerwig described internal credit card approval process. Hirsch mentioned the Treasurer (she) pulls one staff credit card each month to review documentation (as well as the Director's). Gerwig & Caserotti will work on ways to include more information on the items purchased on the report, the names are cut off in printing, will try to fix. MOTION to approve the July monthly financial reports was made by Hirsch, seconded by Barrett. All in favor, none opposed, MOTION carried.
6. Approval of FY18 Budget Amendment [ACTION ITEM] – Final budget amendment was presented in Public Hearing earlier. No further discussion. MOTION to approve the FY18 budget amendment was made by Barrett, seconded by Hirsch. All in favor, none opposed. MOTION carried.
7. Approval of FY19 Budget [ACTION ITEM] – Final budget draft was presented in Public Hearing earlier. No further discussion. MOTION to approve the FY19 Budget was made by Hirsch, seconded by Barrett. All in favor, none opposed. MOTION carried.
8. Library Director Report – Caserotti introduced Nate Pedersen the new Silverstone Branch Manager. Staff planning the Library Card Door-to-Door Sign Up Drive for September. Caserotti will email the sign up form to Trustees, asked for help recruiting volunteers to canvass. MLD will do some publicity soon, were waiting until the walking maps finalized to can target the neighborhoods we'll be visiting. Also planning "What's Next" for MLD forums and will email dates to confirm Trustees can attend at least 1 or 2 before publicizing them. Forums are intended for Trustees to visit with community members and hear ideas about future branches & ideas for the library. Trustees invited to attend Meridian Chamber's First Friday being hosted at unBound on Friday, September 7th at 7:30am and the End of Summer Picnic Friday August 24th at Settler's Park from 6-8pm. Gerwig & Caserotti have meetings scheduled with managers to review the approved FY19 budget so they can begin planning. The RFQ for architect services is on schedule to be published in August.
9. Future Branch Expansion Discussion
 - a. Linder Village potential branch discussion – Developers still working through planning process, ITD & ACHD taking public comment on the roads, project still on track. No request for anything formal from us at this point.
 - b. unBound building potential discussion – Watching the RFP for Old City Hall which will impact the proposed project scope Josh Evarts informed Trustees about at the July meeting. Nothing being requested of us at this time, though Caserotti is meeting soon with staff to discuss contingency plans for when unBound loses the lease in the building.
 - c. Plant Facilities Levy future measure discussion – Suggested last month that Trustees think about if they want to increase the proposed measure amount to include unBound or use another tool, but we know it will take capital to execute. Something to discuss with Piper Jaffray when the contract is signed and we move into next phase of planning.
10. Tiny Library at The Hill Update – Container is in and being worked on by Russell Corp. Coming along as planned. Staff meeting to plan opening & operations. Concerns being expressed about holds pick up available at this site. With limited hours & services it might cause more problems than solve them. Concerns about volume of materials for 1 person to handle as well as logistics of consortium & Kuna (not LYNX member). Proceeding with adding a library corner in the Y lobby

which will help. Trustees suggested might be worth not starting with holds, would like staff to explore holds lockers. Hirsch wonders if we can track questions/concerns from patrons. Larsen would love to offer the service, but concerned about the limited space and narrow service focus.

11. Internet Use Policy Revision Approval [ACTION ITEM] – This version has attorney comments applied. MOTION to approve the revised policy made by Barrett, seconded by Hirsch. All in favor, none opposed. MOTION carried.
12. Board of Trustees Bylaws Revision Approval [ACTION ITEM] – Attorney reviewed, ready to go. No legal requirement – MOTION to approve the amended Bylaws was made by Hirsch, seconded by Barrett. All in favor, none opposed. MOTION carried.
13. Board of Trustees Job Description Revision Approval [ACTION ITEM] – Attorney comments in blue, is different from last month. MOTION by Barrett, seconded by Hirsch. All in favor, none opposed. MOTION carried.
14. Piper Jaffray Financial Advisor Contract Approval [ACTION ITEM] – Did receive a revised contract draft with changes made to contract in applying attorney feedback/suggestion, updated was distributed. MOTION to approve the contract for financial advisory services and authorize Caserotti to sign was made by Barrett, seconded by Hirsch. All in favor, none opposed. MOTION carried.
15. Future Agenda Items
 - a. Barrett would like to move the Plant Facility Levy discussion forward. Larsen added consensus of Trustees is to move forward, next month flush out details & dates. Will be its own agenda item next month.

With no further business before the Board, the meeting was adjourned by Chair Larsen at 7:49pm.

The next regular Library Board of Trustees meeting is scheduled for 7:00 p.m., Wednesday, September 19, 2018, in the Large Conference Room at the Library on Cherry Lane.

RESPECTFULLY SUBMITTED AND APPROVED

Gretchen Caserotti, Library Director

Megan Larsen, Board Chair