



## **BOARD MINUTES – REGULAR MINUTES January 17, 2018**

The Board of Trustees of the Meridian Library met for its regular meeting at 7:00 pm on Wednesday, January 17, 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; **ABSENT:** Doug Rutan, Trustee

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

**GUESTS:** None

**1. CALL TO ORDER:** Megan Larsen, Chair; called the meeting to order at 7:00 pm

**2. GUEST COMMENTS:** None

**3. CONSENT AGENDA:** Little made a MOTION to accept the consent agenda, Barrett seconded. All in favor, none opposed. MOTION passed.

a. Regular Meeting Minutes December 20, 2017

**4. December 2017 Financial Reports: Monthly Statements & Listing of the Bills.** Barrett made a MOTION to approve the December 2017 Financials, Little seconded. All in favor, none opposed. MOTION passed.

**5. Director Report:** In compliance with state requirements the 2017 audit and 2018 budget were uploaded to the Central Registry, the year-end State report is finished & filed. The annual report is in process and will be published next month. Planning for the Tiny Library is ongoing. \$230 was collected for the “pay it forward” Five for Fines. Public Services ran a random list of overdue accounts and selected recipients of the donations. Pamela Johnston created a volunteer newsletter, training guidelines and is doing a great job in this new position. A new annual Customer Service Survey is on social media, staff are giving them out until the end of the month. Larsen asked what Caserotti has been hearing about the Tiny Library. Response has been very positive. We have not put much into promoting it yet that will start with a children’s book drive in February.

**6. Record Retention, Privacy and Access to Public Records Policy:** discussion and approval of revisions.

Caserotti has not heard back from the attorneys with formal advisement. Current Privacy and Confidentiality Policy is missing some important information. Stronger final version should be at February's meeting. The revisions approval was tabled.

**7. Discussion and Decision about naming fund balance accounts & balance transfers:** Gerwig has made adjustments to how the carryovers are reported, better fitting the state definitions. More clarity is needed on fund account names. We also need to establish a process to make transfers to Capital Replacement and Repair Fund. The goal is to keep a 6-8 month operating reserve in the operating fund account and at year-end transfer remaining funds into the Capital reserve fund. We can hold the 3<sup>rd</sup> capital account at no charge in case ever have a plant or bond levy revenue.

MOTION 1- Barrett made a MOTION to accept the transfer of \$2 million from LGIP Operations account (1939) to LGIP Capital Projects account, Hirsch seconded. All in favor, none opposed. MOTION passed.

MOTION 2- Hirsch made a MOTION to accept transferring the balance of the LGIP Capital Improvements account (1938) to the LGIP Capital Projects account (1939), Little seconded. All in favor, none opposed. MOTION passed.

MOTION 3- Hirsch made a MOTION to accept changing the name of the LGIP Capital Projects account (1939) to LGIP Capital Replacements and Repair Fund, Little seconded. All in Favor, none opposed. MOTION passed.

MOTION 4 –Little made a MOTION to keep the LGIP Capital Improvements account (1937) for use with possible levy funds and to change the name to LGIP Building Fund, Hirsch seconded. All in favor, none opposed. MOTION passed.

After the annual audit, a proposal will be brought before the Board to consider any transfer of funds to the LGIP Capital Repair and Replacement Fund (1939).

**8. Tiny Library at The Hill Update:** Now have a more realistic budget, but higher than previously discussed. Gerwig & Caserotti discussed and presented strategies to accommodate this expense in the current annual budget (being treated as a new facility and therefore no reserves can be used). Using a strategy of increasing revenue and adjusting expenses, Gerwig & Caserotti believe the project cost can be accommodated in the current budget, but we would have to formally re-open the budget. Larsen asked whether capital account interest was included in the budget; Gerwig said it was not. Moving forward, Barrett suggested rounding up the Tiny Library budget to include a contingency. Larsen proposed we move forward with a not-to-exceed budget of \$180,000. Barrett made a MOTION to move forward with the Tiny Library project and a not-to-exceed budget of \$180,000, Hirsch seconded. All in favor, none opposed. MOTION passed. Larsen proposed including the re-opening of the budget on the April 18, 2018, agenda; Board agreed.

**9. Branch Expansion Discussion:** Larsen suggested using the knowledge-based decision making questions to frame the discussion on a bond or plant levy. Any measure to fund buildings will be difficult to pass in current climate, fundraising difficult, likely would need professional services for an information-only campaign to inform voters about a measure. Given the funding constraints, may need to re-think and scale long-range vision back to smaller, more creative spaces like the Tiny Library concept.

**10. Future Agenda Items: Strategic plan updates quarterly for the Board.** Caserotti will provide written updates quarterly to the Board.

With no further business before the Board, the meeting was adjourned by Chair Larsen at 8:15 pm.

The next regular Library Board of Trustees meeting is scheduled for 7:00 p.m., Wednesday, February 21, 2018, 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