



**NOTICE OF LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING MINUTES
12/18/19**

The special meeting of the Board of Trustees of the Meridian Library District was held at 12:15 p.m. on Wednesday, December 18, 2019. The meeting was held at the main library building located at 1326 W. Cherry Lane in the small conference room.

PRESENT: Megan Larsen, Chair; Dustin Barrett, Vice-Chair; Howard Little, Trustee; Jeff

Kohler; Trustee (by phone) ABSENT: Christina Hirsch, Treasurer

LIBRARY STAFF PRESENT: Gretchen Caserotti, Director; Jeanie Gerwig, Finance Manager

GUESTS: None

The Special Meeting was called to order by Chair Larsen at 12:16 p.m.

1. **Review unBound renovation project cost-estimate:** Trustees reviewed the updated project cost with cost-estimate figures from CM Company. Current cost-estimate is about \$200,000 more than concept estimate made in June. Concept estimate was based on raw % of project and square footage, cost-estimate is based on the design document drawings so more detailed. Trustees discussed the budget of the project costs and considered the known and anticipated revenue. The goal is to keep the building renovation around \$1,000,000 but a competitive construction market, costs of supplies impacted by tariffs (e.g. steel), and more detailed information regarding owners costs are drivers to the increases. The team still working through value-engineering where possible. Gerwig presented the carry-forward balances, anticipated revenue and discussed options for cutting back on the FY20 operating budget to close some revenue gaps while fundraising begins in earnest but is difficult to budget for. Changes to FY20 budget will require a budget amendment later in the year. MSR would need official direction before proceeding and time is important to try to leverage the winter bidding season. Trustees came to consensus that while the cost-estimate is over original, is it still in ballpark for our ability to fund the project. Cautioning the project can't be a runaway cost like Boise's library project, Trustees recommend setting a not-to-exceed amount.
2. **Approve a not-to-exceed project amount [ACTION ITEM]:** MOTION was made by Larsen to approve a not-to-exceed amount of \$1,200,000 for the unBound building renovation project, seconded by Barrett. All in favor, none opposed. MOTION carried.

Larsen adjourned the meeting at 12:42 p.m.

The next regular Library Board of Trustees meeting is scheduled for 7:00 p.m., Wednesday, January 15, 2020, in the Large Conference Room at the Library on Cherry Lane.

RESPECTFULLY SUBMITTED AND APPROVED

Gretchen Caserotti, Library Director

Megan Larsen, Board Chair