



LIBRARY BOARD OF TRUSTEES REGULAR MINUTES DECEMBER 19, 2018

The Board of Trustees of the Meridian Library District met for its regular meeting at 7:00 p.m. on Wednesday, December 19, 2018, in the Large Conference Room at the Library of Cherry Lane.

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

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

GUESTS: Josh Tyree, Harris & Co.; Joe Borton, Borton & Lakey Law Firm

1. **CALL TO ORDER:** Megan Larsen, Chair called the meeting to order at 7:00 pm
2. **GUEST COMMENTS:** None
3. **CONSENT AGENDA:** [ACTION ITEM] Barrett made a MOTION to accept the consent agenda, Little seconded. All in favor, none opposed. MOTION passed.
 - a. Regular Meeting Minutes November 14, 2018
4. **November 2018 Financial Reports Approval:** [ACTION ITEM] Rutan made a MOTION to approve November 2018 Financial Reports, Barrett seconded. All in favor, none opposed. MOTION passed.
5. **2018 Year-End Audit Presentation: Harris & Company:** Josh Tyree presented the audited financial statements. On the internal control report, tests of internal controls showed approvals and controls were in place and there were no findings or errors. The audited financial statements were issued with clean opinions and clean reports. In comparison to last year, there were significant income increases due to more revenue with taxes and grants and we were under budget on expenses. Cash has increased, and the Tiny Library was a new addition to capital assets increasing Capital Outlay. Our reports are consistent and standard. A letter to the management shows no conflicts existed.
6. **Accept 2018 year-end audit [ACTION ITEM]** Barrett made a MOTION to accept the 2018 year-end audit, Little seconded. All in favor, none opposed. MOTION passed.
7. **Executive Session:** In accordance with Idaho Statutes the Board of Trustees retired into Executive Session to Deliberate regarding acquisition of an interest in real property [Idaho Code §74-206(1)(c)] at 7:10 p.m. Roll Call: Larsen -YES, Barrett -YES, Little -YES, Rutan -YES. The Trustees exited Executive Session at 7:58 p.m..
8. **Approval of Lease for unBound [ACTION ITEM]** No action on this item today. The Lease is pending and still being negotiated.
9. **Approval of Letter of Intent for Linder Village [ACTION ITEM]** No action on this item today. Joe disclosed to the City Council that he is working on this for the library, making

the City Council aware there is no conflict of interest. Once we have terms we agree on there may be a Special Meeting to move forward.

- 10. Approval of MSR Design Master Service Agreement [ACTION ITEM]** The board has the AIA document. No mark-up on the master service agreement, it is a contract with the architect. This is a service order for the Cherry Lane assessment, next will be unBound. We can do most of the work with MSR virtually. Rutan made a MOTION to approve the service agreement as presented, Barrett seconded. All in favor, none opposed. MOTION passed.
- 11. Approval MSR Design Scope of Work Cherry Lane Renovation [ACTION ITEM]** This is only an assessment and does not include major concept or design. Caserotti wants to be sure that we can add a second floor and have enough money to do it. Nothing commences until we approve. We only need an assessment. They will do some work to test concepts, not a full master plan. Larsen made a MOTION to approve the service proposal as presented with the omission of the concept design and stipulation that the assessment not to exceed \$55,000, Rutan seconded. All in favor, none opposed. MOTION passed.
- 12. Approve the Strategies 360 Information Communication Plan [ACTION ITEM]** Tabled for now. We just received the attorney's revision this morning and this version has the changes applied. There is an added section on standards. Also included is a timeline of what needs to be done. We will have content to the attorneys by the end of the month of what we will print on posters, flyers, bookmarks, and anything about the levy measure. This is tabled so the board can read the plan until there is a special meeting, or at the January regular meeting.
- 13. Adult Fines Elimination Discussion & Research Review:** Caserotti put together a proposal much like the juvenile fines elimination. This will be easy to implement. It is estimated that the revenue impact for the library is \$8,000. This proposal is repeating some of the same concepts as the Juvenile Fine Policy. Eagle Public Library has already begun all fine elimination and Boise is considering it. Larsen likes that we could break down barriers with no fines for overdue materials. Barrett agrees. Little wants to ensure we're being financially responsible when considering revenue loss. Larsen doesn't want to lose patrons because of overdue fines.
- 14. Approve Lending Guidelines Revision [ACTION ITEM]** Materials Services Manager Cheri Rendler updated the guidelines to be more in line with the rest of the consortium. Barrett made a MOTION to approve the Lending Guidelines revision, Rutan seconded. All in favor, none opposed. MOTION passed.
- 15. Approve Services Charges & Fines Revision [ACTION ITEM]** Caserotti pointed out some adjustments in unBound fees. Rutan made a MOTION to approve Service Charges & Fines Revision, Little seconded. All in favor, none opposed. MOTION passed.
- 16. Approval of 3D Printing Policy [ACTION ITEM]** Following best practices from ALA, the attorneys encourage the library to have a policy in place because of weapons being created on 3D printers. The policy is a clarification of use and responsibility. Caserotti sent the board a link on laws. We need to be careful about possession and creation. Barrett made a MOTION to approve the 3D Printing Policy as presented, Little seconded. All in favor, none opposed. MOTION passed.

The Board Meeting will be held in accordance with the Idaho Code Title 74, Chapter 3 201-208, Open Meetings Law. Any person needing special accommodations to participate in the above noticed meeting should contact the Library Director seven days prior to the meeting.

17. Library Director Report: We are about to launch the annual survey. There was an accident recently and a young person was hit by a truck when crossing Cherry Lane mid-block. She has many broken bones but will recover. Caserotti has visited her, and staff has made donations to her Go Fund Me page. On the new baby kits, some of the items are coming in February and we can start the program. Caserotti has started working on the annual report to the Central District. Rutan said that \$500 from the Meridian Rotary came through a grant from the Albertsons Foundation was given for early literacy kits at Tiny Library.

18. Future Agenda Items: Narcan is still on the radar.

The meeting was adjourned at 8:41 p.m.

The next regular Library Board of Trustees meeting is scheduled for 7:00 p.m., Wednesday, January 16, 2019, in the Large Conference Room at the Library on Cherry Lane.

RESPECTFULLY SUBMITTED AND APPROVED

Gretchen Caserotti, Library Director

Megan Larsen, Board Chair