



**NOTICE OF LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING  
2/20/2019**

A special meeting of the Board of Trustees of the Meridian Library District was held at 7:00 p.m. on Wednesday, February 20, 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; Doug Rutan, Trustee ABSENT: None

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

Guests: Patty Bowen, Brian Carter

1. Monthly Regular business meeting called to order by Chair, Megan Larsen at 7:00 p.m.
2. Guest comments: Brian Carter commented that he has been following our financials and plans for the library and complimented the board on their thorough work and good decisions.
3. Consent Agenda: [ACTION ITEM]
  - a. Regular Meeting Minutes, January 16, 2019
  - b. Special Meeting Minutes, January 31, 2019MOTION to approve the Consent Agenda was made by Barrett, seconded by Rutan. All in favor, none opposed. MOTION carried.
4. January 2019 Financial Reports Approval [ACTION ITEM] – The board likes the financial reports, with the color coding they are easy to follow. Hirsch enquired about the Hillsdale librarian line item. Gerwig will remove it as there is no activity on that line any longer. Conference expenses will be showing on the reports. MOTION was made to approve the January Financial Reports by Hirsch, seconded by Barrett. All in favor, none opposed. MOTION carried.
5. Approve Financial Policy Revision [ACTION ITEM] Caserotti and Gerwig worked on the revision and internal controls and procedures. There is an addition of the Whistle Blower included in the reporting process and reference to the purchasing guidelines and procedures that accompany the financial policy. Little made a MOTION to approve the Financial Policy Revision, Rutan seconded. All in favor, none opposed MOTION carried.
6. Library Director Report – Staff day was on Monday, February 18<sup>th</sup>. There have been many positive responses from staff. Ronda Conger was our spirited keynote speaker on being a Better Human. Christa Sutton was our second speaker from Ideal Personality on

understanding what kind of personality you and your coworkers are to help you understand how to work together better. We also had a staff committee training in 2 sessions on Crucial Conversations. unBound is moving into space in the magazine area until we find a new home.

- a. Customer Service Survey 2019 Results –We only had 320 respondents, and the majority were aged 55+, used Cherry Lane library, and have lived in Meridian for less than 10 years. We had good positive feedback. The survey respondents were not balanced representing the entire community demographic. Patron comments were that the library is a place for families, report limited time waiting for services, and has limited space.
  - b. 2018 Annual Report - included in the packets for reference an distribution
  - c. 2018 Library Use Statistics - included in the packets for reference an distribution
7. **Executive Session:** In accordance with Idaho Statutes the Board of Trustees will retire into Executive Session to Deliberate regarding the acquisition of an interest in real property [Idaho Code §74-206(1)(c)] at 7:10 pm. Roll Call: Larsen –Yes, Barrett –Yes, Little –Yes, Hirsch –Yes, Rutan –Yes. The Trustees exited Executive Session at 7:28 p.m.
8. Discussion of Cherry Lane Remodel; clarification of Project Goals for Architects –Caserotti would like feedback from the board on Project Goals and Program goals. For Project goals, why are we doing what we are doing? Program goals, what kind of space do we need and what are we going to do with it. Staff did a complete library space assessment and gave their input. Project goals need Board input. Draft version discusses being a destination and resource for our community, having clear navigation, and to be sustainable. Our buildings are not ADA compliant. Operational costs are more as our library is outdated and less efficient. Barrett thinks we need to have more space for staff. Caserotti will be talking with our closest neighbor on Monday on the impact the renovations will be on her as well has sent out letters to all residents in a .25 radius of Cherry Lane. Existing conditions of the building from MSR's site visit, there are birds nesting in crumbling brick. No full second floor can be had, but a partial may be a possibility. Today's design trend is to not build more walls in a library and have power and data on the floors. Larsen – we need a safe and efficient building for staff. Project goals – add consolidate the staff into one location to the draft presented.
9. Proposed Plant Facility Levy Discussion – Trustees reviewed a memo from Michael Keith of Piper Jaffray with updated financial figures and projections. Scenarios included \$12 a year for \$100,000 household impact with an assumption of 3% market-growth, and 10% more likely based on trends. If we went with a 14 mill growth the tax would essentially be the same. As we certify each year we can adjust that so we don't exceed the impact on the voters. Larsen – we should capitalize efficiencies and minimize the impact on patrons. Inflation estimate is 2% a year. We have documented what we went through to get to this stage/place of what we are considering. Larsen- feedback from voters, what's working what isn't. Using knowledge-based decision making. 1. Stakeholders – developers interest was the northwest and southeast sections of the city. Citizens see our cost-saving endeavors by both users and nonusers of the library. Less drive time to get to a branch is important. 2. Current realities - land and construction costs are rising. We have two tools to use, a bond or a levy. 3. Capacity and strategic position – there is strong support in the

community. What do we know about the capacity of the building? An assumption of a 3% tax rate increase for operating costs. Sustainability if there is an economic downturn? Reallocate staff to branches and facilities. 4. Ethical implications - doing nothing is not an option. Larsen - Applicable implications – services library gives to the community – the community has grown so much and we can't grow more services with the existing space and staff we now have. Rutan thinks we are making ethical decisions for the community that are fiscally conservative. Caserotti is preparing a due diligence document of the process and considerations for the record.

10. Approval of Plant Facility Levy Resolution – [ACTION ITEM] Trustees reviewed draft resolutions/ballot language prepared by legal counsel. Rutan made a MOTION to approve the 14 mill Plant Facility Levy Resolution, seconded by Little. All in favor, none opposed. MOTION carried. Next steps will be to prepare all the materials we want to make available to the public and send them to the attorneys. Caserotti will file the papers with the County.
11. Library Director Performance Review Process Discussion – Larsen will send an email to the board asking for comments on the Library Director's performance including feedback from selected library staff and complete the performance review next meeting.
12. Discussion and Approval of RFQ for Architectural Services for ADA Bathroom Improvements (CDBG Grant Requirements) [ACTION ITEM] – Tabled.
13. Future Agenda Items – A special meeting will be called in early March to continue the executive session discussion.

The meeting was adjourned at 8:12 p.m.

The next regular Library Board of Trustees meeting is scheduled for 7:00 p.m., Wednesday, March 20, 2019, 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