



BOARD MINUTES – REGULAR MINUTES February 21, 2018

The Board of Trustees of the Meridian Library met for its regular meeting at 7:00 pm on Wednesday, February 21, 2018, in the Large Conference Room at the Library on Cherry Lane.

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

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

GUESTS: Unknown person

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

1a. Larsen proposed removing 3.a Regular Meeting Minutes from the consent agenda for corrections: item #7 MOTION 4, Capital Improvements account (1937) should be (1938), move Director Report to 8 in the interest of time and renumber items 6,7,8 to be items 5,6,7. Little made a MOTION to remove 3.a Regular Meeting Minutes from the consent agenda, and to renumber items 6,7,8 to be items 5,6,7, Larsen seconded. All in favor, none opposed. MOTION passed.

2. GUEST COMMENTS: None

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

a. Regular Meeting Minutes January 17, 2018 (correction)

b. Policy: Revision to Financial Policy

c. Policy: Revision to Gifts and Sponsorship Policy

d. Policy: Computer Purchase Program Review (no changes)

e. Policy: Revision to Access to Public Records Policy and Form

3.1 Regular Meeting Minutes January 17, 2018 on item #7, MOTION 4, should read Capital Improvements account (1938). Little made a MOTION to approve the Regular January 17, 2018 minutes as corrected, Larsen seconded. All in favor, none opposed. MOTION passed.

4. Review and Approve January 2018 Financial Reports: Monthly Statements and Listing of the Bills.

Written report is in the board packets. Little made a MOTION to approve the January 2018 Financials, Larsen seconded. All in favor, none opposed. MOTION passed.

5. Wage Survey Findings Presentation – Cheryl Richards, HR Manager: The last wage survey was done in 2014. The current survey was done in October 2017 to obtain market wage information on positions similar to MLD's to determine if adjustments to our current salary schedule need to be made. An analysis of the variance between MLD's and the surveyed positions' average actual wages, Pay Grade (PG) minimum and PG midpoint indicated that actual wages paid were comparable in many instances but

MLD's pay range minimum and midpoints were lower for almost all positions. Adjustments were made to revised salary schedule (Draft) to increase minimum to our current hiring rates and then match the midpoint of market pay range averages. Implementing salary schedule changes would have a fiscal impact to increase any current staff compensation below the minimum of the range to the minimum of the range. Larsen wants this to be an action item on next month's agenda to determine a date to adopt the new wage and salary schedule when more of the board will be present.

6. Record Retention Policy and Retention Schedule Discussion and approval: We are ready to move forward for staff training over the next few months. When approved, we would bring records to the board to be disposed of that fall outside of the retention schedule. Records can be disposed according to the schedule. This will be an annual scheduled review. Little made a MOTION to approve the Record Retention Policy and Retention Schedule, Larsen seconded. All in favor, none opposed. MOTION passed.

7. Privacy and Confidentiality Policy discussion and approval: This revision is better defined than the previous policy. Little made a MOTION to approve the revised Privacy and Confidentiality Policy, Rutan seconded. All in favor, none opposed. MOTION passed.

8. Director Report: Caserotti took questions on written departmental reports and Director's report. Larsen asked about suspensions of teens for behavior policy violations. Caserotti said towards the end of the year there is more inappropriate behavior, and a letter goes out to the parents and the patron needs to speak with the Director before their reinstated in the library. Patrons may challenge suspensions over 30 days per our Code of Conduct policy.

9. Annual Customer Service Survey Results: The customer service surveys are in and citizen's think highly of our customer service. There are some suggestions on changes. There will be a more detailed report in next month's board packets.

10. Tiny Library at The Hill Update: Plans are developing quickly, working on interior design. We are on track with the budget and busy applying for grants to cover costs.

11. Branch Expansion Discussion: Continue long-range projections and capital projects discussion. Defer this until next month. We can discuss and make decisions on timelines if we will run a plant levy in 2019.

12. Set Director Performance Evaluation Process and Schedule: It is time for the Director's performance evaluation. Larsen will email Trustees the review document and solicit input. There will be no discussions until the March board meeting.

12. Future Agenda Items: None

With no further business before the Board, the meeting was adjourned by Chair Larsen at 7:32 pm.

The next regular Library Board of Trustees meeting is scheduled for 7:00 p.m., Wednesday, March 21, 2018, in the Large Conference Room at the Library on Cherry Lane.

RESPECTFULLY SUBMITTED AND APPROVED

Gretchen Caserotti, Library Director

Megan Larsen, Board Chair