



**NOTICE OF LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING  
1/16/2019**

A special meeting of the Board of Trustees of the Meridian Library District was held at 7:00 p.m. on Wednesday, January 16, 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. ABSENT: Doug Rutan, Trustee

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

Guests: Joe Borton, Borton-Lahey Law Offices

1. Monthly Regular business meeting called to order at 7:00 p.m.
2. Guest comments - None
3. Consent Agenda: Consent agenda items are considered to be routine and are acted on with one motion. There will be no separate discussion on these items unless the Board Chair, a member of the library board, library staff, or a patron requests an item to be removed from the Consent agenda for discussion. [ACTION ITEM]
  - a. Regular Meeting Minutes, December 19, 2018
  - b. Special Meeting Minutes, January 4, 2019
  - c. Job Description: Teen Specialist RevisionMOTION to approve the Consent agenda was made by Little, seconded by Barrett. All in favor, none opposed. MOTION carries.
4. December 2018 Financial Reports Approval [ACTION ITEM] – Gerwig stated additional payroll was made but not reflected which results in 25% expenses on Personnel, still in line with anticipated. MOTION was made to approve the December Financial Reports made by Hirsch, seconded by Little. All in favor, none opposed. MOTION carried.
5. Approval of transfer of 2018 Carry Forward amount to Capital Repair and Replacement Fund (1939) [ACTION ITEM] – Gerwig stated as per Board decision in 2018, excess revenue over expenses would be transferred with Board approval to this fund. Larsen asked to clarify this fund has restrictions, Gerwig responded affirmatively. This fund can be used for renovations, not new construction. MOTION to approve the transfer of the 2018 Carry Forward amount, total of \$500,000, to the Capital Repair and Replacement Fund was made by Little, seconded by Barrett. All in favor, none opposed. MOTION carries.

6. Library Director Report – 1<sup>st</sup> Quarter Statistics and Strategic Plan Reports were included in the packets. Caserotti shared the nominations for the 2019 Staff Awards with the Trustees, requested the scores be returned in early February (2/18 is Staff Day). The Annual Survey is still open until 1/18, can keep open if we haven't hit number of desired responses yet. January is time for Trustees to update their Conflict of Interest forms with the District, Trustees asked to do so and return to Director. No additional questions on the departmental reports.
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 pm. Roll Call: Larsen – YES, Barrett – YES, Little – YES, HIRSCH – YES. The Trustees exited Executive Session at 7:52 p.m.
8. Approval of Letter of Intent for unBound [ACTION ITEM] – This item is tabled pending further negotiation with Owner.
9. Approval of Letter of Intent for Linder Village [ACTION ITEM] – No discussion. This item is tabled for a future meeting.
10. Approval of Strategies 360 Levy Information Communications Plan [ACTION ITEM] – Trustees were provided with the attorney reviewed copy of the plan at the December Regular Meeting so there was adequate time for review. MOTION to accept the Levy Information Communications Plan was made by Little, seconded by Hirsch. All in favor, none opposed. MOTION carried.
11. Discussion and Approval of RFQ for CMGC Services [ACTION ITEM] – Draft version had been shared many months ago, this final version has attorney comments applied, revisions are minor and mostly clerical. In order to get pricing with architects we'll need this team member in place so ready to proceed with this process. MOTION to approve the RFQ for CMGC services was made by Barrett, seconded by Little. All in favor, none opposed. MOTION carried.
12. Future Agenda Items – Trustees would like to have the Proposed Plant Facility Levy and the Resolution on the next meeting agenda.

The meeting was adjourned at 8:06 p.m.

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