



## **LIBRARY BOARD OF TRUSTEES REGULAR MINUTES JULY 18, 2018**

The Board of Trustees of the Meridian Library met for its regular meeting at 7:00 pm on Wednesday, July 18, 2018, in the Large Conference Room at the Library on Cherry Lane.

**BOARD OF TRUSTEES PRESENT:** Megan Larsen, Chair; Dustin Barrett, Vice-Chair; Christina Hirsch, Treasurer; Howard Little, Trustee; (call-in), Doug Rutan, Trustee **ABSENT:** None

**LIBRARY STAFF PRESENT:** Gretchen Caserotti, Director; Jeanie Gerwig, Finance Manager; Megan Egbert, District Programs Manager; Skye Corey, Youth Services Librarian; Laura Abbott, Youth Services Manager; Dawn Cronk, Administrative Assistant; Allie Chaney Junior Librarian

**GUESTS:** Josh Evarts, Novembrewhiskey Properties, LLC

1. **CALL TO ORDER:** Megan Larsen, Chair; called the meeting to order at 7:01pm
2. **GUEST COMMENTS:** None
3. **CONSENT AGENDA:** Barrett made a MOTION to accept the consent agenda, Rutan seconded. All in favor, none opposed. MOTION passed.
  - a. Regular Meeting Minutes June 20, 2018
4. **June 2018 Financial Reports Approval:** Gerwig informed the Board that the Ada county check will be here on July 25<sup>th</sup>. Larsen asked about the Tiny Library and proposed amended budget. Gerwig explained the shipping container costs and furnishings costs have different lines in the Tiny Library budget. Hirsch made a MOTION to approve the June 2018 Financial Reports, Barrett seconded. All in favor, none opposed. MOTION passed.
5. **Junior Librarian Final Project Presentation:** Allie Chaney shared a PowerPoint Presentation on Racial Diversity and Inclusion Training. She created 9 modules for staff to train in 9 months to equip staff with tools to best serve patrons from racially diverse backgrounds. The Board thought it was a well prepared presentation and would be a good training tool. Allie is heading off to college soon, and will surely do great things. Rutan thanked Caserotti for bringing the Junior Librarian project to the library. Larsen echoed the same.
6. **Library Director Report:** There are 5000+ people in the Summer Reading program. Hirsch asked about the grant for the bathrooms. We are waiting for congress to approve the HUD funds which then become the CDBG grant to the city. In January or February

we expect to receive the official approval & funds. It will take 6-8 months to get the project started.

7. **FY19 Budget Draft Review & Discussion:** Caserotti presented the first complete draft of the FY19 budget and discussed priorities. She had questions for the Board to consider. What changes would you like to see on this draft? Does this meet your expectations for meeting our strategic goals and daily operations? If final numbers from the county are higher where would you like to prioritize the revenue? If final numbers from the county are lower where would you like to see us cut expenses? Larsen asked if the 3.5% increase in merit raises and cost of living and benefits will be enough to retain employees. Admin does Wage Analysis regularly to make market corrections & managers use merit increase process. We strive for competitive benefits to help where wages lag compared to private markets. Hirsch asked if forgone money can only be addressed on the FY19 budget. Foregone is one amount that can be requested until the entire balance is used, only in L2 process. The Special Budget meeting is August 3<sup>rd</sup> to go over the final numbers.
8. **Future Branch Expansion Discussion:**
  - a. Linder Village letter of interest discussion: No updates.
  - b. unBound building & letter of interest discussion: Josh Evarts available to answer questions as the contracted owner of 713 N Main St building. He wants to see unBound stay downtown. He is building a multi-story, multi-use building for retail, restaurants, and residential space. He would like to have unBound in one of the buildings. Larsen asked what happens if the RFP for Old City Hall is not awarded. Evarts said he is still going to build, they will develop the Main and Meridian project first. Evarts had no problem with the library purchasing the space they occupy. Consensus to proceed exploring this option.
  - c. Plant Facilities Levy future measure discussion: Caserotti encouraged the Board to consider capital for unBound now that our idea to purchase a building isn't working out. Trustees requested to make decisions in September, but no later than December if we want to have a plant levy on the ballot in May.
  - d. Tiny Library at The Hill Update: It's here! There is a posted video on Facebook. Russell Corp is handling the site & container work. Furnishings from DEMCO may not arrive until September 21<sup>st</sup> which would affect opening schedule. The Tiny Library budget looks good.
9. **Internet Use Policy Revision Approval:** There were no changes, and the policy is still with the attorneys. If there are changes Caserotti will bring it back to the board.
10. **Board of Trustees Bylaws Revision Approval:** Tabled until August.
11. **Board of Trustees Job Description Revision Approval:** Rutan made a MOTION to approve the Board of Trustees job description revision as presented, Barrett seconded. All in favor, none opposed, MOTION passed.

- 12. Architect RFQ Approval:** The RFQ is to select architects to begin working on facility projects, forming a committee of 2 citizens, 1 board member, the Owners Representative and the Director over the next 2 months to plan improvements and renovations. Barrett made a MOTION to approve the RFQ as presented with authorization for the Director to fill in the dates. Hirsch seconded. All in favor, none opposed. MOTION passed.
- 13. Establish RFQ Review Committee:** authorization to have the RFQ committee to assist in planning facility improvements and renovations. Little asked why we need 2 citizens on the committee. Caserotti said to get the public perspective and assistance. Rutan made a MOTION to approve the RFQ Review Committee, Barrett seconded. All in favor, none opposed. MOTION passed.
- 14. Strategies 360 Information Campaign Services Contract Approval:** The Board thinks it is a good document. Hirsch made a MOTION to approve Strategies 360 Information Campaign Services Contract, Rutan seconded. All in favor, none opposed. MOTION passed.
- 15. Future Agenda Items:** None

With no further business before the Board, the meeting was adjourned by Board Chair Megan Larsen at 8:16pm.

The next regular Library Board of Trustees meeting is scheduled for 7:00 p.m., Wednesday, August 15, 2018, 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