



REGULAR BOARD OF TRUSTEES MEETING MINUTES
July 19, 2017

The Board of Trustees of the Meridian Library met for its regular meeting at 7:00 pm on Wednesday July 19, 2017 in the Large Conference Room at the Library on Cherry Lane.

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

LIBRARY STAFF PRESENT: Gretchen Caserotti, Director; Jeanie Gerwig, Finance Chair; Dawn Cronk, Administrative Assistant; Cheri Rendler, Materials Services Manager; Barbra Hendricks, Program Specialist; Riley Kenerly, Jr. Librarian, Macey Snelson, Marketing Specialist, Skye Corey, Youth Services Librarian

GUESTS: Michael Keith, Piper Jaffray

1. Monthly Regular business meeting called to order by Larsen at 7:01 pm.
2. Guest comments - None
3. Oath of Office: Doug Rutan read the Oath of Office out loud.
4. Consent Agenda: Consent agenda items are considered to be routine and are acted on with one. 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.
 - a. Regular Meeting Minutes June 21, 2017
 - b. Record Retention: Old Financial Records Disposal
 - c. Job Description: District Programs Manager, Library Substitute, Tech Center Assistant, Tech Library Supervisor (Revisions)
 - d. Policy: Whistleblower Policy (review, no changes)Hirsch made a MOTION to approve the Consent agenda, Little seconded; MOTION passed.
5. June 2017 Financial Reports: Monthly Statements and Listing of the Bills
Jeanie said we should receive a large tax check by the end of July. We are experiencing a decline in fines and fees. This is attributed to auto renewals, change in law that library fines do not affect credit reporting, and migration from Horizon to Polaris last year. We are sending less dollar amounts to Unique for collections. Christina asked if we received a reimbursement for the thefts at the Annex, and if we had gotten everything replaced. Caserotti reported necessary things were purchased right away, and the rest will be

replaced soon. Larsen asked about the large line item for printers and hardware for unBound. Jeanie explained unBound has added the HTC Vive and gaming laptop \$3029.70 and is under capital.

Little made a MOTION to approve the June 2017 Financial Reports, Monthly Statements and Listing of the Bills, Rutan seconded; MOTION passed.

6. Staff Presentation: Barbra Hendricks (LSSC, tuition assistance recipient) – Library Support Staff Certification requires you to finish 6 out of 10 competency sets in 4 years. Barbra has completed her required courses and elective courses. Some were cataloging & classification, collection management, and library services. Barbra was challenged and grateful for the professional development opportunity the MLD board made possible.
7. Capital Funding Discussion: Michael Keith, Piper Jaffray – MLD's Financial Advisor. Keith reviewed funding mechanisms for capital projects. Bonding provides funds up front for capital projects, but requires 2/3 super majority to pass, incur interest from funding bank over period of the loan (usually 20 years). Plant Facility Levy provides funding annually, depending on amount voter approval threshold varies from 55% - 66 2/3% (levy rates are 0.002, 0.003, 0.004 respectively). Phasing construction projects less desirable, but can save plant levy funds year over year as long as expended only for capital (not operating). Lease-purchasing option (Certificate of Participation, COP) available if a bank or developer is willing to fund the construction of project, then lease the land and property to entity subject to annual renewal. Typically a plant levy is passed to provide the revenue source to repay cost.

Keith presented a sample scenario to further illustrate the differences between bonding and plant levies, and the COP option. Interest – we are at a good rate, not the lowest we have had but it is at 3%. Rutan asked for more specific scenarios to compare financing options over the next 10 years. Caserotti & Keith will get together and work on possible scenarios. Larsen & Rutan feel we need time to work on the projects before presenting to voters and that a measure in November would be too soon.

8. Juvenile Fines Presentation of Research: Last year, the Board expressed interest in this area and asked staff to gather information about eliminating overdue fines for Juvenile (children & teen) materials. Caserotti included some articles and a research study in the (digital) July board packet and presented information on current practices at MLD, other libraries who have eliminated overdue fines, financial and circulation statistics and LYNX consortium considerations. A Colorado study in 2013 identified transportation, schedules & fines as barriers to library use for low-income citizens. Ada County has 11% of families living in poverty, and is increasing. The current focus in libraries is to be transformative and remove barriers to access. Fines may present a barrier to use for patrons. They may choose to no longer use the library because they can't afford the fees and may be too embarrassed to come back. Staff spending time on explaining fines and trying to collect them can have an impact on patron satisfaction. It is expected that fines on juvenile materials could be waived with minimal financial impact. June this year 80,000 items were checked out and only 3,000 of those were overdue (some still within our 2 day grace period). Financial impact of overdue items is less than 1% of the total budgeted revenue. Estimated overdue fines for the year was \$25,000. It is estimated \$12-\$15,000 of that is on juvenile cards based on 60% juvenile material circulation rate.

LYNX impact – fines stay with the library they are paid at, so any method we use will result in a drop in some fine revenue for area libraries, estimated at around \$4000 for the group. We do not see this amount as problematic with LYNX. Larsen suggested a pilot test to see what the return rate would be. We can track the trend of the fines and usage for a proposed period, under parameters to be decided that work with the ILS. This could be confusing and difficult for patrons, because the Library could be in the position of eliminating fines only to reinstate them later. Rutan proposed that we move forward with waiving fines on juvenile materials and the other Trustees present concurred. Caserotti was asked to bring a formal proposal to the board to approve. It will be on the agenda next month or in September.

❖ Little left the meeting at 8:40 pm.

9. FY18 Budget Draft Discussion: Caserotti and Jeanie presented the FY18 budget on July 6th to Larsen and Hirsch. At the bottom of the published budget, we are adding information of what we will be doing with the carryover money. The budget is not balanced yet, final numbers not in hand from Ada County yet. Jeanie she has proposed line items to reduce in order to have a balanced budget. The 1st will be to restore professional development if the tax money is over. The 1st part of August, Communication Specialist Macey Snelson will put information on social media to get some feedback from the public using A Balancing Act. Special Board Meeting scheduled for Monday August 7th to approve budget for publication in preparation for public budget hearing on August 16th.
10. Silverstone Lease Renewal: The draft of the lease was discussed and the amount is higher, they may do more on maintenance. We have not seen the final numbers yet. Another option, ask if they will go 3 years instead of 5 years. With termination option it wouldn't matter whether 3 or 5 years. Caserotti will come back with this next month.
11. WASD School Librarian Agreement Approval: Only changes to prior approved agreement are the school year updated and the dollar amount increase. Rutan made a MOTION to approve the WASD School Librarian Agreement, Hirsch seconded; MOTION passed.
12. Director Report - 3rd Quarter Statistics: The stats are up on circulation and programs. We have exceeded last years' numbers already. State of the Treasure Valley: Nora Carpenter of the United Way presented on July 18 on statistics of the Treasure Valley. Mayor deWeerd, Councilman Cavener, and several business people and library staff attended. City Survey: One of the questions on the survey was about the library, and we scored Excellent. Jason Su: Technology Services Manager started this week, he is well qualified and is ready to do the job. Trustee Training: August 9 in Middleton if any board members are interested.
13. Approval of Strategic Plan: Many months in planning. Proposed to be effective October 1, 2017 (new fiscal year). Trustees, staff and community members have been involved in the process. MOTION made by Hirsch to approve the Strategic Plan 2017-2022, Rutan seconded; MOTION passed.
14. Social Media Policy Approval: Reviewed by multiple attorneys and finished. MOTION made by Rutan to approve the Social Media Policy, Hirsch seconded; MOTION passed.

Snelson will be conducting staff trainings using new Guidelines with content from attorneys.

15. Wireless Tower Proposal Discussion: Caserotti has issued a counter offer for higher rent. The neighbor has not been consulted yet. Caserotti hopes to have more information next month.

With no further business before the Board, the meeting was adjourned by Chair Larsen at 9:06pm.

The next Regular Library Board of Trustees meeting is scheduled for 7:00 p.m., Wednesday, August 16, 2017 in the Large Conference Room at the Library on Cherry Lane. The Public Budget Hearing is scheduled for 6:45pm that same evening just before the Regular Meeting.

RESPECTFULLY SUBMITTED AND APPROVED

Gretchen Caserotti, Library Director

Megan Larsen, Board Chair