

MINUTES OF REGULAR MEETING
Annual Meeting of the Board of Trustees



The regular (annual) meeting of the Board of Trustees of the Meridian Library District was held at 7:00 p.m. on Wednesday, June 21, 2017 in the large conference room at the Library at Cherry Lane.

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

LIBRARY STAFF PRESENT: Gretchen Caserotti, Director; Jeanie Gerwig, Finance Chair; Dawn Cronk, Administrative Assistant; Justin Prescott, Community Librarian; Riley Kenerly, Jr. Librarian; Macey Snelson, Communications & Marketing Specialist; Jenny Lieberg, Teen Specialist; Allie Chaney, Jr. Librarian; Skye Corey, Youth Services Librarian

GUESTS: None

1. Monthly Regular business meeting called to order: Larsen called the meeting to order 7:02 pm
2. Guest comments - None
3. Board Annual Meeting
 - a. Oath of Office: Christina Hirsch read the Oath of Office out loud.
 - b. Election of Officers: Nominations; Barrett made a MOTION to nominate all officers in the same positions for another year, Little seconded. MOTION passed.
 - c. Bylaws & Job Description Review: No discussion, no changes.
 - d. Set 2017-2018 Meeting Dates: Larsen proposed keeping the 3rd Wednesday of the month at 7:00 pm and on the presented meeting dates. Hirsch made a MOTION to accept the meeting dates as presented, Barrett seconded. Motion carried.
4. Consent Agenda: Consent agenda items are considered to be routine and are acted on with one motion.
 - a. Regular Meeting Minutes May 17, 2017
 - b. Job Description: Finance Manager revision
 - c. Job Description: HR Coordinator revision
 - d. Job Description: HR Generalist/Manager revision
 - e. Policy: Conflict of Interest, no changesHirsch made a MOTION to accept the Consent Agenda, Barrett seconded. MOTION carried.
5. Staff Presentations:
 - a. Justin Prescott (MLS, tuition assistance recipient): Justin provided a summary of his education classes for his MLS. He finished May 13, 2017 with a 3.75 GPA. He gave an

overview of the skills he learned that will help the library in-house and out in the public.

- b. Barbra Hendricks (LSSC, tuition assistance recipient): Barbra is not presenting, but will at the July meeting.
- c. Riley Kenerly (outgoing Jr. Librarian): Riley gave a presentation with an overview of what she did here at the library. She assisted with Tween council, Tween space, design & marketing, unBound, Public Services, and Outreach, (she's worked in all facilities except MSIL, and will get there before she is done in August). Riley shared the presentation she gave at the SWILA (with Skye Corey, Youth Services Librarian) conference about ways to end Micro-Aggressions within the children's library to create a more welcoming and inclusive space, teach with multicultural books, displays and programs.

Gretchen Introduced Allie Chaney our new incoming Jr. Librarian.

- 6. Director Report: Summer reading madness is on, and it has taken lots of coordination with staff to put it together. The strategic plan has been taken to the departmental meetings for further suggestions, and now needs copy editing. Another version will be in your packet next month for final approval consideration. Departmental meetings have been held by Cheryl on the employee handbook changes and updates. The lease on Silverstone is still in the process. On July 18 at 8 am at the Cherry Lane location Nora Carpenter from United Way will be presenting for staff and community partners on the state of the Treasure Valley. On August 25, there is a staff picnic at Settler's Park from 7-9 pm. The board is welcome to come to either or both events.
- 7. May 2017 Financial Reports; Monthly Statements and Listing of the Bills Approval; Jeanie explained how the charges from the bank were refunded and is reflected in the report. Hirsch made a MOTION to accept the May 2017 financial reports; monthly statements and listing of bills, Barrett seconded. MOTION passed.
- 8. FY17 Final Projections Discussion: Jeanie provided a handout that compared the 2017 published budget to the projected actual 2017, and the 2017 over and under budget with explanations. Discussion – should we open the budget or have funds not spent be carried over? Jeanie feels we do not need to open budget and can just carry forward funds not expended. What's a comfortable amount of money to carry forward? Suggestion was to leave the underspent in expenses and to carry forward remaining funds at year-end. Jeanie will present operating proposed budget line shifts for the 2017 budget to Megan and Christina at the July 6 budget development meeting.
- 9. FY18 Budget Development Discussion: All managers have turned in their budget requests, and there is a rough draft of the FY18 budget for Gretchen and Jeanie to review and start discussing over the next couple of weeks. August 7 is when we receive the County numbers. We need to have a budget published before the next meeting which is August 16. The August 2 Special Meeting is canceled, and scheduled for August 7 so the numbers can get to

the Idaho Statesman for publication on August 8. The final draft will be discussed in a public budget hearing on Wednesday, Aug. 16 at 6:45 before the regular meeting.

10. Resource Coordinator Job Description & Salary Schedule Update Approval: This is not an added position, but a reorganization. Barrett made a motion to approve the Resource Coordinator Job Description & Salary Schedule Update, Little seconded, MOTION passed.
11. Social Media Policy Draft: Attorney Lisa McGrath specializes in Social Media, she added information for handling and administering our MLD social media accounts online. With Lisa's guidance, there is an improved policy draft for discussion/approval at the July meeting. Additional guidelines for staff who post on social media are being created.
12. WASD School Librarian Agreement 2017-2018 Approval: No agreement yet, it will be on the agenda next month.
13. Spanish Sun Property Wireless Tower Installation Opportunity: Caserotti got a call from wireless tower company. They would like to build one on our undeveloped land. We could receive rent of \$600 for the first wireless company, and \$150 for any additional companies. If we decide to sell land, it will become part of the package of the sale for the land, as the tower takes up little space. We received notice that there is an application to build apartments directly across from the property. We are currently paying for irrigation and mowing. Barrett thinks we should look into our options. Hirsch wants to look into lease terms, have an attorney see it. The Board is concerned with 3 issues:
 - a. Legal considerations structuring the agreement
 - b. Neighbor concerns about a tower so close to their property
 - c. Possible impact to selling the property in the future

Caserotti will continue to explore the issues and bring information to the next meeting.
Little left the meeting at 8:12 pm.

With no further business before the Board, the meeting was adjourned by Chair Larsen at 8:15 pm.

The next regular Library Board of Trustees meeting is scheduled for 7:00 p.m., Wednesday, July 19, 2017 in the Large Conference Room at the Library on Cherry Lane.

RESPECTFULLY SUBMITTED AND APPROVED

Gretchen Caserotti, Library Director

Megan Larsen, Board Chair