BOARD MINUTES – REGULAR MEETING 3/21/18

The Board of Trustees of the Meridian Library met for its regular meeting at 7:00 pm on Wednesday, March 21, 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 (via phone); Howard Little, Trustee; Doug Rutan, Trustee ABSENT: None

LIBRARY STAFF PRESENT: Gretchen Caserotti, Director; Jeanie Gerwig, Finance Manager; Travis Porter, Librarian/Branch Manager; Cheri Rendler, Materials Services Manager; Maria Ricks, Librarian; Dawn Cronk, Administrative Assistant
GUESTS: Autumn Kersey, TVCT

1. **CALL TO ORDER:** Megan Larsen, Chair; called the meeting to order at 7:00 pm
2. **GUEST COMMENTS:** None
3. **CONSENT AGENDA:**
   a. Regular Meeting Minutes February 21, 2018
   b. Job Descriptions: Community Librarian revision

Rutan made a MOTION to approve the consent agenda, Little seconded. All in favor, none opposed. MOTION passed.

4. **TVCT Facility Capital Plan Update**; Autumn Kersey – TVCT moving forward with Eagle & Ustick location at this time, still interested in MLD being a community partner and leasing a small storefront space on the project. Trustees had questions about capital fundraising to make the project a reality and the timeframe. Plan is a 3-5 year capital campaign with multiple phases.
5. **Hillsdale School Librarian**; position evaluation and continuation decision – A report was presented to Trustees with available data to consider/assess Hillsdale School Librarian position. MLD staff Travis Porter & Maria Ricks present to answer questions. Discussion about the benefits and challenges of the position and partnership. Staff propose reallocating the position focus to Library District outreach with specific work with West Ada School District schools as well as help run the Tiny Library at The Hill. Not renewing agreement would result in loss of roughly $25,000 support from WASD, but gain full 40 hours work to District duties. Rutan made a MOTION to not renew the agreement for the School Librarian position with WASD, Barrett seconded. All in favor, none opposed. MOTION passed.
6. **Review and Approve February 2018 Financial Reports**: Bills were reviewed, brief statement of financial position made by Finance Manager. Barrett made a MOTION to approve the February 2018 Financial Reports, Little seconded. All in favor, none opposed. MOTION passed.
7. **FY18 Budget Amendment:** Discussion considering financial adjustments to be made for Tiny Library in FY18 budget. Gerwig presented options to Trustees with possible adjustments to accommodate the

project (reducing the Personnel budget line due to benefit actuals coming in under budget). Rutan made a MOTION to re-open the budget and approve legal publication of amended budget option #2, Barrett seconded. All in favor, none opposed. MOTION passed.

8. **Set FY18 Public Budget Hearing Date for Re-Opening FY18 Budget**: Barrett made a MOTION to set the Public Budget Hearing Date for Re-Opening FY18 Budget on April 18, 2018, at 6:45 pm, Little seconded. All in favor, none opposed. MOTION passed.

9. **Set FY19 Public Budget Hearing Date for August 2018**: Barrett made a MOTION to set the FY19 Public Budget Hearing Date for August 15, 2018, at 6:45 pm, Little seconded. All in favor, none opposed. MOTION passed.

10. MLD Wage Survey Discussion: As a follow up to the presentation made to the Trustees at the February meeting, Trustees discussed the impacts of applying an updated salary schedule mid-year and considered applying changes effective next FY to be considered during budget development. Not all positions are affected and the overall dollar impact outside of merit increases would be $18,671.68. Rutan made a MOTION to approve the wage changes and to apply the changes on October 1, 2018, Little seconded. All in favor, none opposed. MOTION passed.

11. Director Report: Caserotti reported MLD is entering a busy time for outreach as well as scheduled staff trainings. KBOI followed us to our unBound training on active shooters with the Meridian Police Department. Channel 6 interviewed Audra Green about the bookmobile services. The budget levy training date at CWI is May 17, 2018 from 9-12 am, all Trustees welcome.

12. Annual Customer Service Survey Results: Caserotti noted 279 responses were received. Overall, people are very satisfied with our services. John Thill is breaking down the sections and sharing written comments & data with the appropriate managers. Little asked how many active participants of the community are using the library? Caserotti said currently have approximately 50,000 active cardholders. The survey will be administered annually and we anticipate generally the same questions.

13. Tiny Library at the Hill Update: Caserotti distributed new drawings with updated exterior and interior design, and site plan. Another adjustment to the site plan will save us $50,000 in concrete, now placed up on sidewalk near where future library could be. The Y offered to block and adjust traffic flows to make safe space for it to go. We have received a $5,000 grant from First Interstate Bank, and $500 from Lila & the late Earl Hill as well. Hours are sketched out, and looking at 20 hours a week. Outreach and Youth Services will be assisting with programs. We are applying for more grants. In the next 2 weeks, we will be giving a check to get the shipping container started.

14. Approve AIA Hummel Contract for Tiny (Unit) Library: Date is old, attorneys have reviewed it, page 2 article 5 has referenced a document that was not provided. Caserotti will get final version, Larsen would sign it. Rutan made a MOTION to approve AIA Hummel Contract for Tiny Library, Barrett seconded. All in favor, none opposed. MOTION passed

15. Future Branch Expansion Discussion: The developer from the Linder Village, inspired by Bown Crossing in Boise, sees an opportunity to build a library and wants to work with us to lease it. We'd have to provide capital to do interior in annual budget and plan accordingly. Caserotti working on a possible timeline that would consider a possible plant levy and known opportunities and community considerations. Goal is to minimize fiscal impact and maximize facility opportunities.

16. Executive Session: In accordance with Idaho Statutes 74-206(b) the Board of Trustees will retire into Executive Session to evaluate the performance of the Library Director. The Board went into Executive Session at 8:27 pm. Roll Call: Larsen –Yes, Barrett – Yes, Little – Yes, Hirsch - Yes, Rutan - Yes. The Trustees exited Executive Session at 8:33 pm.

With no further business before the Board, the meeting was adjourned by Chair Larsen at 8:33 pm.

The next regular Library Board of Trustees meeting scheduled for 7:00 p.m., Wednesday, April 18, 2018, in the Large Conference Room at the Library on Cherry Lane.

RESPECTFULLY SUBMITTED AND APPROVED

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Gretchen Caserotti, Library Director Megan Larsen, Board Chair