



LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES MAY 16, 2018

The Board of Trustees of the Meridian Library met for its regular meeting at 7:00 pm on Wednesday, May 16 2018, in the Large Conference Room at the Library on Cherry Lane.

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

LIBRARY STAFF PRESENT: Gretchen Caserotti, Director; Jeanie Gerwig, Finance Manager; Dawn Cronk, Administrative Assistant; Jenny Liebig, Teen Specialist

GUESTS: Max Gokei, Grace Schutt

1. **CALL TO ORDER:** Megan Larsen, Chair; called the meeting to order at 7:00 pm
2. **GUEST COMMENTS:** None
3. **CONSENT AGENDA:** Barrett made a MOTION to accept the consent agenda, Little seconded. All in favor, none opposed. MOTION passed.

- a. Regular Meeting Minutes April 18, 2018
- b. Job Description Revisions: Public Services Manager, Public Services Assistant Manager, Public Services Librarian, Public Services Library Assistant, Interlibrary Loan Assistant
- c. Policy Review (no changes): Display Policy, Meeting Room Policy

4. **April 2018 Financial Reports Approval:** Reports were included in the board packets. Hirsch made a MOTION to approve the March 2018 Financials, Rutan seconded. All in favor, none opposed. MOTION passed.

5. Staff FabSlam Grant Presentation: Jenny Liebig (Youth Services) – Jenny Liebig had Grace and Max explain FabSlam, which is a STEM competition held at BSU for 5th – 9th grade students. They met every Monday after school for 3 months. The theme for the competition was transportation. Using the 3D printer they came up with a solution for keeping the public (teens) from getting hurt crossing Cherry Lane to get to the library. The MLD Squad: Grace, Max, Trevor & Jenny designed a bridge across Cherry Lane to the library so cars and pedestrians can all be safe. Their mockup of the bridge that would span the width of Cherry Lane would also accommodate wheelchairs. It will cost around \$50,000 (best guestimate) to build. The takeaway was learning how to use 3-D printing to solve real problems.

6. Director Report: Trustees had no questions on departmental reports. Caserotti attended an ICRMP training last week which included the updated open meeting laws. We can move things around once the agenda is published, but cannot add anything. Caserotti will confirm our use of Consent Agenda won't be a problem. The Branch Manager position should be filled soon. We will

have a good presence at The Hill grand opening 5/25/18. The Human Library is happening this weekend, it was very successful last year and anticipate another success this year. Staff are preparing for summer reading, and also planning fall events and programs.

7. Policy Revision; Code of Conduct Approval: Discussion about the language around infractions. We need to adjust severity steps for infractions, and the language that states what the process is and have it in place. Now, if staff ask someone to leave they fill out an incident report. Larsen asked why do they need to meet with the Director to be reinstated. Having a required meeting with the Director before being reinstated seems to work well for teenagers, but not adults. Larsen wants to add language that can skip steps and change wording from require to request a meeting with the Library Director. Rutan wants to see flexibility. The Code of Conduct action item will be tabled until next month.

8. Tiny Library at The Hill Update: Hummel is working with the Meridian city on color, landscaping and “pedestrian-scale” elements. Russell gave us an updated revised budget for painting, finishing the floor, etc. We are good on our budget for furnishings but the Tiny Library budget is higher than projected. We had planned to re-open the FY18 budget, and now think with the Board’s approval, we could open the FY18 budget when we open the FY19 budget in August. If the Board gives approval for the Tiny Library budget, we will proceed with placing an order for the shipping container and have it delivered this summer for our target opening date, September 10. We have \$180,000 requests out in grants for the Tiny Library.

9. Tiny Library Budget at The Hill Update & Approval: Gerwig handed out the revised budget. Construction costs have increased. Gerwig handed out final costs which are now \$208,874, we planned on \$180,000. It seems there was some miscommunication with what was being done on the container before it gets delivered. Gerwig handed out the outline of the budget line reduction and what line items we would be cutting. She also has a list of grants and amounts that we have asked for, so far we have \$180,000 out for grant approval. With the increase, our awning colors and signs can be cut, but it might limit us to being approved by the city. Larsen asked if any of the grants were for operational costs. Most are for the project with no strings, and these are still pending. The next step is to go out looking for smaller grants for furnishing the inside. Mid-year projections show that expenses are underspent by \$50,000-\$100,000 after Tiny Library project costs. Our health insurance costs dropped, so that extra would go into the Tiny Library costs. Rutan made a MOTION to move forward with the proposed budget, with a ceiling at \$220,000, Barrett seconded. All in favor, none opposed. MOTION passed.

10. Future Branch Expansion Discussion: Gerwig handed out an updated capital projects timeline. Larsen & Caserotti met at city hall, with WASD, CWI, and others on community-funded projects being planned. Gerwig, Larsen & Caserotti met with the developer of the Linder Village project though did not talk about lease hard costs yet. We will proceed with a non-binding Letter of Interest as the next step, and begin to work the numbers to figure the cost. With everything in place, we would open in 2020. Michael Keith is working on funding scenarios for the Plant Levy, he is not ready yet, so next month we should have a report from him. Rutan wants to know how we will raise the money and would like to see a timeline. Michael Keith can bring that information next month. Caserotti will be drafting an RFQ for architects to help us with facility projects if our Plant Levy is successful.

11. Future Agenda Items: No new agenda items requested.

With no further business before the Board, the meeting was adjourned by Board Chair Megan Larsen at 8:00 pm.

The next regular Library Board of Trustees meeting is scheduled for 7:00 p.m., Wednesday, June 20, 2018, in the Large Conference Room at the Library on Cherry Lane.

RESPECTFULLY SUBMITTED AND APPROVED

Gretchen Caserotti, Library Director

Megan Larsen, Board Chair