



**LIBRARY BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING MINUTES  
11/20/19**

The regular meeting of the Board of Trustees of the Meridian Library District was held at 7:00 p.m. on Wednesday, October 16, 2019. The meeting was held at the main library building located at 1326 W. Cherry Lane in the large conference room.

PRESENT: Megan Larsen, Chair; Dustin Barrett, Vice-Chair; Christina Hirsch, Treasurer; Howard Little, Trustee; Jeff Kohler; Trustee ABSENT: None

LIBRARY STAFF PRESENT: Gretchen Caserotti, Director; Jeanie Gerwig, Finance Manager; John Thill, Assistant Director

Guests: None

1. Monthly Regular business meeting was called to order at 7:00 pm
2. Guest comments - None.
3. Consent Agenda: [ACTION ITEM] – MOTION to approve the Consent Agenda was made by Barrett, seconded by Little. All in favor, none opposed. MOTION carried.
  - a. Policy Revisions: Whistleblower Policy, Conflict of Interest Policy
- 3.1 Regular Meeting Minutes, October 16, 2019 – This item was removed from the Consent Agenda to correct the Trustee attendance. MOTION to approve the Minutes was made by Little, seconded by Barrett. All in favor, none opposed. MOTION carried.
4. October 2019 Financial Reports Approval [ACTION ITEM] - MOTION to approve the October Financials was made by Hirsch, seconded by Barrett. All in favor, none opposed. MOTION carried.
5. Financial Reports Discussion – Discussion was held about the volume and detail of the reports was had especially in light of moving to a paperless environment. The Treasurer should always receive a full listing of the bills for oversight. Trustees would like to see bill listing, credit card detail monthly. Observations, Budget reports & cash balance reports on a quarterly basis. To start in January.
6. Library Director Report – The Director shared the program from the Library of Congress Literacy Award event and handouts from the Idaho Open Government training.
7. FY19 Annual Stats Review Discussion – Staff reviewed the year-end stats of FY19 with Trustees, looked at multi-year trends. Upward trends in active library card holders, circulation, family program attendance. Reductions in door count and tech due to faulty/aged equipment while reductions in programs due to changing definition for State Report.
8. Current Strategic Plan Year-End Review Discussion – Trustees were provided with a clearer version of the FY19 4<sup>th</sup> Quarter progress report of the current strategic plan. Areas identified as more difficult/slower were Technology (Goal 6), some HR (Goal 4) such as adding new positions on hold for Organizational Restructure. Other areas marked as complete become the foundation for further progress such as in Collections (Goal 1). The Board would like to continue to see quarterly progress reports until a new plan is in place.
9. Organizational Restructure Plan Discussion; John Thill, Assistant Director, walked Trustees through the first draft of a proposed Restructure Plan that could be used as a guide of the long process. While the tactical plan may change over the course of time as more information is known, it affects the decisions to keep moving the project forward. The draft will continue to be revised and put forward for formal approval at a future meeting.

10. Discuss Proposals and Select Strategic Plan Consultant [ACTION ITEM] – The Trustees discussed the proposals and their scores. Trustees wanted to select the proposal from the firm that demonstrated the most value for the proposed cost, had strong experience, didn't put too much work on library staff, and had a reasonable proposed cost. Trustees came to consensus on their top choice. MOTION to accept the proposal from Library Strategies was made by Little, seconded by Barrett. All in favor, none opposed. MOTION carried.
11. YMCA Letter of Concerns Discussion – Trustees discussed the areas of concern put forward in a letter draft. Concerns are regarding the unknown cost impacts of the Y expansion, lack of good communication, and confusion and potential concerns from the community were discussed. While the partners are meeting again, Trustees would like to proceed with the letter to Y leadership about the concerns. Board Chair will sign on behalf of full Board.
12. Harris & Company Engagement Letter Approval [ACTION ITEM] – MOTION was made to approve the letter engaging the audit firm by Little, seconded by Barrett. All in favor, none opposed. MOTION carried.
13. Approval of Volunteer Policy Revision [ACTION ITEM] – MOTION to approve the revised policy was made by Barrett, seconded Little. All in favor, none opposed. MOTION carried.
14. Benefit Renewal Review Discussion – Trustees reviewed the summary of benefit renewals provided by HR Manager. Benefit renewals within budget including added benefits based on staff feedback.
15. Approve 2020 Hours of Operation & Holiday Closures [ACTION ITEM] – No changes to current holiday closures or hours. MOTION made to approve made by Hirsch, seconded by Barrett. All in favor, none opposed. MOTION carried.
16. Approval of Insight Investments Master Lease Agreement 9383 [ACTION ITEM] - moving to leasing computer equipment for public computer labs, this lease to replace all computers at Silverstone. Leasing affords steady expense stream, access to modern equipment on a faster replacement cycle than in the past. MOTION to approve the Master Lease Agreement was made by Little, seconded by Hirsch. All in favor, none opposed. MOTION carried.
17. Future Agenda Items – No pressing business next month, Caserotti will notice December meeting cancelled.

The meeting was adjourned at 8:27 p.m.

The next regular Library Board of Trustees meeting is scheduled for 7:00 p.m., Wednesday, January 15, 2020 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