



**LIBRARY BOARD OF TRUSTEES
REGULAR MONTHLY MEETING MINUTES
10/16/19**

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; Dawn Cronk; Administrative Assistant; Travis Porter, Public Services Librarian (Silverstone)

Guests: None

1. Monthly Regular business meeting called to order by Chair, Megan Larsen at 7:00 p.m.
2. Guest Comments - None
3. Consent Agenda: [ACTION ITEM]
 - a. Regular Meeting Minutes, September 18, 2019
 - b. Policy Review: 3D Printing Policy

MOTION to approve the Consent Agenda was made by Barrett, seconded by Hirsch. All in favor, none opposed. MOTION carries.

4. September 2019 Financial Reports Approval [ACTION ITEM] - The annual audit is scheduled for November 6-8. With the new Quickbooks online software, the financial reports formatting changed. Staff will make continued adjustments to the reports. There is a holding expense line on the reports for outstanding invoices that will be adjusted for the final audit. Staff provided answers to questions about expenses from selected vendors. MOTION was made by Little to approve the September Financial Reports, seconded by Barrett. All in favor, none opposed. MOTION carried.
5. Staff Presentation: Travis Porter, Public Services Librarian (Silverstone) - The grant for creating the LABrary was funded by Power Foundation for \$5,000, and STEM Action Centers awarded them an additional \$2500 to create the space. The Teen Zone was revamped to support STEM materials and be able to do in-depth experiments and hands-on learning. It now is a place to hang out, explore, and have programs with all mobile furniture. The LABrary is meant to be used to explore and none of the STEM materials check out, it is always evolving. The Board was impressed with what staff can do with imagination and creativity.
6. Library Director Report - Discussed the above normal turnover this fall and the prioritizing of filling vacancies. There is creative movement in staffing, with cross-training between unBound and Public Services. John Thill has accepted the Assistant Director position, and that opens the door for mindful structural changes within and additional locations that will increase efficiencies. Caserotti is managing Youth Services, doing program evaluations, customer service audits, and time audits on how staff manage their time.

Brief discussion about the library use statistics trends; declines in some media formats consistent with national trends.

7. Current Strategic Plan Year-End Review - Caserotti explained the data on the copy they received in their packets. We are really on target and have completed many of the goals, and some of the goals are ongoing. Caserotti will bring a better copy next month or send it to the board digitally.
8. Discuss Proposals and Select Strategic Plan Consultant [ACTION ITEM] - Caserotti disclosed personal relationships with some respondents, therefore is not participating in the selection leaving the scoring and discussion to the Trustees and serving as the administrator of the process. Some Managers scored the responses, all scores summarized and presented to the Board. Trustees discussed the responses, sharing strengths and concerns they had on the proposals. The timeline to get it done is having a May completion date as we cannot operate without a Strategic Plan. No action taken, Trustees request to table and take action at the November Regular Meeting.
9. Approve Interagency Agreement between Ada County Highway District and Meridian Library District for Design and Construction of Entrance Ramp [ACTION ITEM] - Caserotti said the Attorney's approved it after adjusted some language around the timeline. Little made a MOTION to approve the Interagency Agreement between Ada County Highway District and Meridian Library District for Design and Construction of Entrance Ramp, seconded by Barrett. All in favor, none opposed. MOTION carries.
10. unBound Building Updated Drawings Presentation – Trustees reviewed the revised drawings from architects. The next phase is to start preparing for November construction documents for bidding & an updated cost-estimate.
11. Trustee Day at ILA Conference Report – Trustees Little & Kohler attended and shared some takeaways from the day including the suggestion to evaluate the Director more than once a year even if informal.
12. Future Agenda Items – Letter of Engagement for annual audit, 2020 Hours of Operation, Strategic Plan Consultant Selection.

The meeting was adjourned at 8:19 p.m.

The next regular Library Board of Trustees meeting is scheduled for 7:00 p.m., Wednesday, November 20, 2019, in the Large Conference Room at the Library on Cherry Lane.

RESPECTFULLY SUBMITTED AND APPROVED

Gretchen Caserotti, Library Director

Megan Larsen, Board Chair