



## **BOARD MINUTES – REGULAR MEETING OCTOBER 18, 2017**

The Board of Trustees of the Meridian Library met for its regular meeting at 7:00 pm on Wednesday October 18, 2017 in the Large Conference Room at the Library on Cherry Lane.

**BOARD OF TRUSTEES PRESENT:** Megan Larsen, Chair (by phone, in person at 7:34 pm); Dustin Barrett, Vice-Chair; Christina Hirsch, Treasurer; Doug Rutan, Trustee; Howard Little, Trustee; **ABSENT:** None

**LIBRARY STAFF PRESENT:** Gretchen Caserotti, Director; Jeanie Gerwig, Finance Manager; Dawn Cronk, Administrative Assistant

**GUESTS:** None

**1. CALL TO ORDER:** Dustin Barrett, Vice-Chair; called the meeting to order at 7:01 pm

**2. GUEST COMMENTS:** None

**3. CONSENT AGENDA:**

- a. Regular Meeting Minutes September 20, 2017
- b. HR Record Disposal: HR recruitment documents 2013-2014 (interview guides, applications, phone screens, etc.)
- c. Policy: Volunteer Policy (no changes)
- d. Unapproved Items from September 20, 2017, Meeting Consent Agenda:
  - i. Regular Meeting Minutes August 16, 2017
  - ii. Special Meeting Minutes August 16, 2017
  - iii. Job Descriptions: Materials Services Manager, Collection Development Librarian, Resource Specialist, Page Supervisor, Library Page
  - iv. Salary Schedule; Update with changes from August
  - v. Policy: Unattended Children (Youth) Policy revision
  - vi. Policy: Interlibrary Loan Policy revision

Little made a MOTION to accept the Consent Agenda, Hirsch seconded, all in favor, MOTION passed.

**4. September 2017 Financial Reports: Monthly Statements & Listing of Bills:** The audit starts next Wednesday. There is an adjustment for collections e-content, it has an

annual fee and will be split from this year's and next year's budgets. Rutan inquired about our fund balance accounts and if they could be used for new library construction. There was a discussion on how the carryforward could be used, and what amount to maintain in reserves. Little made a point that we used reserves to keep people employed during the recession. Hirsch made a MOTION to accept the September 2017 Financial Reports; monthly statements & listing of bills, Little seconded. All in favor, none opposed. MOTION passed.

**5. Director Report:** FY17 statistics are not yet finalized, circulation and programs are up, computer use has declined, music CD checkouts have decreased and Wi-Fi use is increasing. Holds are down in the way they get reported. Auto-renewal is popular, and we still get our materials back. Programs are different in how we report as ICFL has included family attendance which is new. A regional training on early literacy supported by an ICFL grant was held here at the library with 44 attending. At ILA, Amanda Berardinelli received the Paraprofessional Award. Our annual staff day was a success. The annual awards were given: Dani Elizabeth; the Innovation Award, Allie Poole; the Service Excellence Award, Brady Kissel; the Team Player Award, and Dawn Cronk; the Spirit Award. There were posters on the windows listing all honorable mentions so all got to see who was nominated. The strategic plan was launched, each department met and made departmental & individual goals. Those can now be tracked in our HR software program thanks to Cheryl's work. Juvenile fines policy change went live Oct 1, staff were trained with talking points and we have had lots of good feedback. Caserotti has followed up with the patron who contacted the board with his concerns about the soda in the vending machines.

**6. Hillsdale Temporary Library Proposal Update:** It is unlikely that we can use the shipping container donation from the Children's Theater for the Tiny Library. Caserotti is researching costs on new vs. old, how to customize, and which companies handle delivery. We have applied for a grant from the Solid Waste Advisory Commission. No firm costs still, but first estimate coming down by moving the location on the site. The Y and partners have shared costs, percentage of square foot, \$12,000 for a shared site cost, still to be determined when those costs should be paid.

*Megan Larsen arrived in person at 7:34 pm*

**7. CMGC Contract Approval for Tiny Library Project at The Hill – Russell Corporation:** MLD began contract negotiations with Russell Corporation in 2015. We need a revised contract for their services on the Tiny Library which is a different, smaller project. The procurement laws changed in July 2017. The standard AIA contract used identifies a Guaranteed Maximum Price and fees (%) for the CMGC. Caserotti and MLD legal counsel are comfortable with this contract with some final polishing. Their fees are 11%; it is

higher than the 6% from 2015 draft of similarly structured contract because it is a smaller project. The attorney gave us a sample motion that articulates the provisions allowing us to secure this contract. Larsen read the MOTION, "I move that we approve the CMGC Agreements (AIA Document A201-2007 and Document A133-2009) between the Meridian Library District and the Russell Corporation for the Hillsdale Temporary Library Project. This MOTION is based on the verification by either/or the West Ada School District/City of Meridian that they selected the Russell Corporation in accordance with applicable Idaho Code for the larger related project on this property involving the construction of the school and city park. This MOTION also authorizes the Chair to sign the agreement and make any technical changes to the agreement consistent with the discussion and approval of these Agreements by the Board this evening." Rutan seconded. All in favor, none opposed. MOTION passed.

**8. Branch Expansion Discussion:**

- a. Possible Future Plant/Facilities Levy - Strategy 360 advised that we need to be ready in May 2018 if we choose to be on the November 2018 ballot and can provide information-only campaign assistance should we choose. At the December meeting, Caserotti will have some updated cost projections and possible funding scenarios. We are also working on a Cherry Lane renovation assessment to fit into the long-range plan. With the assessment, we can compare renovation vs new construction to look at numbers to make good decisions. Library reserves can be used for renovations. Larsen mentioned the Annex building. Kittleson is starting the parking lot study tomorrow. unBound still needs a new space. Still lots to consider before taking any action.
- b. Library Foundation – Lots of meetings about continuing to get a foundation going. School foundations staff are funded by the school districts. To have someone on staff to fundraise and write grants for the library foundation would be a great asset to have if a position were shared between library and foundation. Caserotti will continue to explore options. The long-term goal is to build an endowment to help make long-range facility support more self-sufficient.

**9. Future Agenda Items:** This item will be on the agenda each month to create a tool for Trustees to suggest items for discussion, respond to citizen feedback, etc. Larsen and Caserotti will work to provide an outline for future agendas for the full board.

With no further business before the Board, the meeting was adjourned by Chair Megan Larsen at 7:57 pm.

The next regular Library Board of Trustees meeting is scheduled for 7:00 pm, Wednesday, November 15, 2017, 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