



## BOARD MINUTES – REGULAR MINUTES NOVEMBER 15, 2017

The Board of Trustees of the Meridian Library met for its regular meeting at 7:00 pm on Wednesday, November 15, 2017, in the Large Conference Room at the Library on Cherry Lane.

**BOARD OF TRUSTEES PRESENT:** Megan Larsen (7:10pm), Chair; Christina Hirsch, Treasurer; Howard Little, Trustee; Dustin Barrett, Vice-Chair **ABSENT:** Doug Rutan, Trustee

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

**GUESTS:** Autumn Kersey, Treasure Valley Children's Theater

1. **CALL TO ORDER:** Dustin Barrett, Vice-Chair; called the meeting to order at 7:00 pm
2. **GUEST COMMENTS:** None
3. **CONSENT AGENDA:**
  - a. Regular Meeting Minutes October 18, 2017
  - b. HR Record Disposal: I9s
  - c. Display Policy Revision

Little made a MOTION to accept the consent agenda, Hirsch seconded. MOTION passed.

4. **Autumn Kersey, Treasure Valley Children's Theater Presentation:** The TVCT have been gifted land and plans to build a 15,000 square foot building with a 3800 square foot space available to a community partner. Is the library interested? Caserotti said that the Master Facility Plan's 5<sup>th</sup> priority is to rent retail space in that area of Meridian. It is a small space, but we could adapt. Barrett wanted to know how much the lease space would cost. The TVCT has a capital campaign team and they should have numbers and a more formed plan by January or February and would hope we consider making a commitment soon after she presents a proposal. Larsen thinks it is an intriguing project.
5. **September 2017 Financial Reports: Monthly Statements & Listing of Bills:** Caserotti, explained Gerwig's new financial formats and would like the Board's comments to share with Gerwig on additional information the board would like. Hirsch asked about the 73% of the electronic database budget already spent. Caserotti explained these costs are once a year for subscriptions in the fall. Hirsch also asked about the 46% of the professional development budget spent already. Caserotti said that the ILA Conference was in Boise this year, so more staff attended. Many conferences are in the fall, and ALA Mid-Winter will be coming up in February. Caserotti plans to ask the Friends of the Library to contribute to offset the costs. Larsen likes the summarized reports and would like to see a similar report for each

location to know what we are spending. Little made a MOTION to accept the September 2017 Financial Reports; monthly statements & listing of bills, Barrett seconded. MOTION passed.

**6. Director Report:** Caserotti has been working on the Record Retention Policy revision. It may not be ready until the January meeting. She has also been working with financial scenarios for the end of the year capital updates. With the board emails, it is suggested to forward any relevant emails to official MLD email accounts, and delete the rest. All staff and departments are busy and doing great work.

**7. Employee Benefit Renewals:** This year we were able to renew health insurance just under what was budgeted (the increase not as large as expected) allowing a small increase in staff HRA accounts. Open Enrollment on Aflac, Persi and Life Insurance is in process. Health insurance will be done in December.

**8. 2018 Closures and Hours of Operation Approval:** The proposed schedule for 2018, was looked at by the Leadership team. Managers evaluated library use data around holidays and recommended we change the closures calendar. Recommend staying open on Columbus Day (would be busy), but closing the day after Thanksgiving (least busy day of the year). As for library hours, there are recommended minor changes to both Silverstone & unBound based on actual use evaluation. Barrett made a MOTION to approve the 2018 closures and hours of operation, Little seconded. MOTION passed.

**9. Hillsdale Temporary Library Proposal Update:** We are working on a concept design and updated site plan on where the architects think the Tiny Library should be placed. Applied for a recycling grant from Solid Waste Advisory Commission. We are still working on the final project budget, can't be done until site confirmed & architect gets plans to CMGC to price. A communication plan is in the works and the project is on track to be able to open for Summer Reading 2018.

**10. Branch Expansion Discussion:** Caserotti has been working on a 10-year operational projection. On the Master Facility Plan, we may need to revise priorities and we'll discuss next month. No hard numbers yet on Cherry Lane renovation, staff will help complete checklists & architect will arrange for engineer assessments in the coming months. In January or February, they will work on funding scenarios to decide whether to run for a measure on the Nov '18 or May '19 ballot.

**11. Future Agenda Items:** The board likes the 2018 meeting outline that Caserotti included in their packets. No items suggested. The board can always contact Caserotti or Larsen to request items be added before a meeting.

With no further business before the Board, the meeting was adjourned by Chair Larsen at 7:55 pm.

The next regular Library Board of Trustees meeting is scheduled for 7:00 p.m., Wednesday, December 20, 2017, in the Large Conference Room at the Library on Cherry Lane.

RESPECTFULLY SUBMITTED AND APPROVED

---

Gretchen Caserotti, Library Director

---

Megan Larsen, Board Chair