



## **LIBRARY BOARD OF TRUSTEES REGULAR MINUTES SEPTEMBER 19, 2018**

The Board of Trustees of the Meridian Library met for its regular meeting at 7:00 pm on Wednesday, September 19, 2018, in the Large Conference Room at the Library on Cherry Lane.

**BOARD OF TRUSTEES PRESENT:** Megan Larsen, Chair; Dustin Barrett, Vice-Chair; Howard Little, Trustee; Doug Rutan, Trustee **ABSENT:** Christina Hirsch

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

**GUESTS:** Twyla Melton

1. **CALL TO ORDER:** Dustin Barrett, Vice-Chair; called the meeting to order at 7:02 pm
2. **GUEST COMMENTS:** Twyla Melton shared information about the Monsanto mine in Eastern Idaho. They are seeking public comment and would like to request libraries help make information available to the public. Caserotti will make sure comments cards are placed in the lobby when they are available.
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 August 15, 2018
  - b. Special Meeting (Public Budget Hearing) Minutes, August 15, 2018
  - c. Job Description Revisions; District Programs Manager, Tech Library Supervisor, District Technology Support Specialist, Junior Librarian
  - d. Policy Review: Photography Policy, Social Media Policy
4. **August 2018 Financial Reports Approval:** Little commented positively on the new report on credit card charges. Gerwig added that on the credit card report the details are not included for collection purchases as it is detailed within the collection system. Rutan made a MOTION to approve the August 2018 Financial Reports, Barrett seconded. All in favor, none opposed. MOTION passed. Megan asked if the budget excess would be included in the funds for renovations. Gerwig commented that after the annual audit a proposal will be brought forward to the board to decide if the excess funds should be moved to the Capital Replacement and Repair Fund.
5. **Staff Presentation:** Katie Huskey (Library Assistant), Crucial Conversations –From February through May some staff were training for 10 weeks on how to handle

challenging/difficult conversations. Staff learned the steps on how to reign in their emotions and to consider the content, pattern, and relationship with the individual before you decide what kind of conversation to have and then act. Make it safe, share the facts, tell your story, ask others for their path, talk tentatively, and encourage testing. The most important step is follow-up. A collaboration meeting was held with Ada Community Libraries staff who also took the training. During Staff Development Day on February 19, 2018, MLD staff will be split in 3 groups and have a 1.5 hour session on these methods.

6. **Library Director Report:** September is national Library Card Sign Up Month and we are at 640 cards registered in the month so far. Staff are having fun working together canvassing targeted neighborhoods, meeting the public at their doorsteps. What's Next forums are coming up in October & November. Summer Reading stats have been put in a letter to be sent to our elected officials. Leadership will look at statistics and how we are collecting data. In Snelson's Marketing report, mentions one complaint about the drive by email. Caserotti shared the comment & our response. Little asked for follow up on a complaint received over email. Caserotti was unable to confirm that the book in question was banned on Amazon and we purchased it for him.
7. **Decision to Pursue a Plant Facility Levy Ballot Measure:** The projects under consideration are; a branch in NW Meridian, a renovation for Cherry Lane, a new home for unBound, and a branch at The Hill in South Meridian. Caserotti provided a summary of proposed projects and a cost projection. TVCT is no longer pursuing a new facility, so that takes that off the table. Discussion was had about the timing and order of the projects. Barrett asked about the renovation on Cherry being put ahead of The Hill. Caserotti said the needs at Cherry have been put off and it is cleaner to finance the Hill project as the final levy project. Little questioned if \$13 million is enough money? Rutan suggested we not save The Hill till the end, people may not understand putting it last. Little concerned about other political activity hurting our measure. Rutan feels we should move forward with the 13 million with flexibility to change the timeline. We should move MSIL in a few years as it is too expensive at 5% increase per year on rent. Barrett is in favor of the 4 projects with \$13 million, and thinks that we need to have language to clarify to the public. Larsen agreed on \$13 million; 10 years with 4 projects with a timeline, and we should have flexibility and an educational campaign. Little is concerned about Meridian's conservative community. Larsen asked for a motion on the subject as appears there is consensus. Barrett made a MOTION to have the Board commit to the \$13 million Plant Levy Ballot Measure to complete the 4 projects in May 2019, Little seconded. All in favor, none opposed, MOTION passed.
8. **unBound Building Planning Discussion:** MDC selected Josh Evarts, a developer, to re-develop old city hall downtown Meridian alongside the MDC properties unBound is in. Construction is scheduled to begin March 2019 and unBound will have to be out of the building likely in or by February. Jason Su, Nick Grove and Caserotti are planning to meet

with Evarts in early October. Alternative building options are being explored, as well as developing a “plan b” if unBound has no home to move into. A technology center in the magazine area at Cherry is possible.

- 9. Tiny Library at The Hill Update:** The furniture is in, we have the Certificate of Occupancy, and have been doing programs already. Audra Green from Outreach is overseeing the Tiny Library, and is mapping out schedules for it. Security cameras are in. There will be a soft launch Sept 22<sup>nd</sup> and we have sent invitations to preschools and child care providers to have small groups test drive the equipment. The ribbon cutting is October 1<sup>st</sup> at 1 pm. It will be a small affair, a tiny opening for a Tiny Library. A Girl Scout Troop (#525) volunteered to adopt the potted plants. The troop have planted the pots, and will maintain them. MLD recognized their donation of time and commitment and place a plaque in one of the pots.

**10. Future Agenda Items:** None

With no further business before the Board, the meeting was adjourned by Board Chair Megan Larsen at 8:14pm.

The next regular Library Board of Trustees meeting is scheduled for 7:00 p.m., Wednesday, October 17, 2018, 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