



**LIBRARY BOARD OF TRUSTEES
REGULAR MONTHLY MEETING MINUTES
10/20/2021**

The regular meeting of the Board of Trustees of the Meridian Library District was held at 7:00 p.m. on Wednesday, October 20, 2021. The meeting was held at the main library building located at 1326 W. Cherry Lane in the large conference room and streamed online.

<https://us02web.zoom.us/j/87616160530?pwd=T1Y2SnZVbE9lNHBBwM3pjcxNOcTFzQT09>

Or by phone: 1-669-900-6833 | Webinar ID: 876 1616 0530 | Passcode: 941947

TRUSTEES PRESENT: Megan Larsen, Chair; Jeff Kohler, Vice-Chair; Christina Hirsch, Treasurer (virtually); Laura Knutson, Trustee; Tyler Ricks, Trustee ABSENT: None

LIBRARY STAFF PRESENT: Gretchen Caserotti, Library Director (7:15 p.m.), Jeanie Gerwig, Finance Manager; Allison Maier, Communication Specialist

GUESTS: Michael Keith, Piper Sandler (virtually); Adam Christensen, Hawley Troxell (virtually)

1. **Guest comments:** Comments received via email through the website have been recorded. None received during the meeting.
2. **Consent agenda items** are considered to be routine and are acted on with one motion..
 - a. Regular Meeting Minutes, September 15, 2021
 - b. Special Meeting Minutes, September 30, 2021

Knutson made a MOTION to approve the Consent Agenda, Ricks seconded. All in favor none opposed, MOTION carries.

3. **September 2021 Financial Reports Approval [ACTION ITEM]** Collections are underspent as there is less demand for physical books, and more e-book and audio usage. Fines are over budget as we estimated the amounts collected by the 2019 and 2020 fines. Acorn Storage stores extra equipment and furniture. Ricks made a MOTION to approve the September 2021 Financial Reports. Knutson seconded. All in favor, none opposed, MOTION carries. (Caserotti arrived 7:15 p.m.)
4. **Library Director Report** - Caserotti will answer any departmental reports questions from the board packets. Capital projects report is later in the meeting. Staff shortages are very noticeable. Youth activities are mainly virtual. Discussion about the metrics used to determine services was had. The Board approved a COVID Operations Plan in May, Caserotti will work with managers to update that again.
5. **RFP for Underwriting Services Discussion** - Michael Keith provided an overview of the RFP and the responses received. The RFP was sent to 10 firms that were qualified. The firms had 2.5 weeks to respond, 5 responded. There are 5 factors on scoring. 1) Qualifications, 2) Direct experience 3) Marketing 4) Pricing, 5) Matrices/scoring. Responses were scored by Keith, Caserotti, and Hirsch. Keith recommends Stefel Underwriter Services receiving the highest score. They will provide good ideas and get the best interest when we market

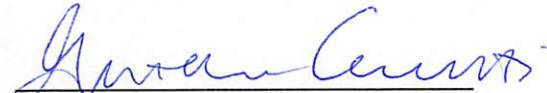
- bonds in the marketplace. Stefel understands COP & rating process and has a reasonable fee for the financing.
6. **Select Firm for Underwriting Services [ACTION ITEM].** Kohler made a MOTION to select Stefel Underwriting Services, Knutson seconded. All in favor, none opposed. MOTION carries.
 7. **Approve Reimbursement Resolution No. 2021-1 [ACTION ITEM]** Adam Christensen provided an overview of proposed resolution; reimbursement using COP proceeds with maximum flexibility. The District can be reimbursed for costs prior to COP financing after August 21 does not apply to the Architect or Engineering, and fills the IRS requirements. It does not obligate the District and retains the ability to reach back and reimburse the expenditures, and covers anticipated costs for reimbursement. Roll call vote, Kohler Yes, Hirsch Yes, Knutson Yes, Ricks Yes, Larsen Yes. Unanimously passed.
 8. **Executive Session:** Pursuant to Idaho Code §74-206 (1)(c) the Board shall retire into Executive Session to deliberate regarding acquisitions of an interest in real property. [ACTION ITEM] :Larsen called the executive session at 7:55 pm. Larsen Yes, Kohler Yes, Hirsch Yes, Knutson Yes, Ricks Yes. Unanimously passed. The Trustees returned from Executive Session at 8:05 p.m.
 9. **Capital Projects Update** – Detailed samples of textures, fabrics for Orchard Park were passed around to the board. MSR is putting together the furniture package. A timeline has been provided for the core and shell. CM Company is going to bid the tenant improvements in November. MLD's portion of the work would start in March 2022. The branch could possibly open the end of summer or fall of 2022. S. Branch is making progress on defining parcels, donation, and title transfer agreement. Caserotti working with agent to complete due diligence process. Focus groups are planned, community survey is open now. Public announcement on donated land for S. Branch to come soon with a press release from the site with pictures.
 10. **Approve Revised Orchard Park Lease [ACTION ITEM]** Kohler made a MOTION to approve the revised Orchard Park Lease contingent on final Responsibility Matrix being provided. Ricks seconded. All in favor, none opposed MOTION carries.
 11. **Employee and Public Safety Protocol Update** – On public meeting notice, comments are to be in 24 hrs. before the meeting. As of 5 p.m. there were 50 comments, 17 were in the library system with accounts. MLD has 62,000 library cardholders now and are increasing each year even during pandemic. It's been 19 months since COVID began. There has been an upswing on curbside and home delivery. Public Services have been the frontline on the mask requests, it is tiring. Staff are not instructed to enforce wearing masks except when unmasked individuals approach them in close contact. Current case data possibly trending downward, hospitals still in Crisis Standards of Care. Director Caserotti continues to record and will submit all received public comments with the meeting record. The Board was encouraged to use the Knowledge Based Questions framework when reviewing this proposed action. Options are to take no action, current policies remain in place; move to rescind current policies, then reverts back to prior versions; or propose something new.
 12. **Approve Code of Conduct Policy Revision [ACTION ITEM]** No motion made.
 13. **Approve Code of Conduct Addendum Revision [ACTION ITEM]** No motion made.

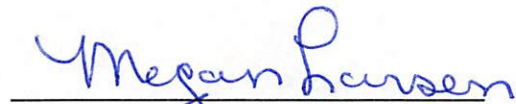
14. **Approve Employee Handbook Revision** [ACTION ITEM] Caserotti requests no action as the HR Attorney needs to review further. Will be on November meeting agenda.
15. **Approve Digitization Technician Job Description** (new) [ACTION ITEM] The Digitization Technician position will be funded by a SHARP grant. Ricks made a MOTION to approve Digitization Technician job description, Knutson seconded. All in favor, none opposed. MOTION carries.
16. **Future Agenda Items:** Public safety protocols, possibly new agreements for capital projects contracts. Consider benefit of 1 paid mental health day for staff. South Branch land donation.

Chair Larsen adjourned the meeting at 8:31 pm

The next regular meeting is scheduled for 7:00 p.m., Wednesday, November 17, 2021.

RESPECTFULLY SUBMITTED AND APPROVED


Gretchen Caserotti, Library Director


Megan Larsen, Board Chair