



**NOTICE OF LIBRARY BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING MINUTES  
11/16/2022**

The public is invited to attend the regular meeting of the Board of Trustees of the Meridian Library District held at 7:00 p.m. on Wednesday, 11/16/2022. The meeting was held at the Cherry Lane branch located at 1326 W. Cherry Lane in the large conference room, and online via streaming when available.

**JOIN ZOOM MEETING**

<https://us02web.zoom.us/j/85498750748?pwd=aGZETVd1czEwWlhIZTJBS1NIWnR5UT09>

Meeting ID: 854 9875 0748      Passcode: 8884451      Join by Phone: 1 (719) 359-4580

Guests: Joe Borton, Borton Lackey Law Office, Peter Bromberg, Intellectual freedom, 30 citizens

**Public comments:**

Written comments may be submitted to the Board in writing prior to the meeting via the form found here, <https://www.mld.org/message-board-trustees>. Written comments regarding an agenda item for a specific meeting date, must be received 24-hours in advance of the applicable meeting to allow for routing and board member review. Messages are shared with the full Board and included in the public record.

**BOARD PRESENT:** Megan Larsen, Board Chair; Jeff Kohler, Vice-Chair; Laura Knutson, Treasurer; Josh Cummings, Trustee; Destinie Hart, Trustee

**STAFF PRESENT:** Nick Grove, Library Director; Ema Brenneman, Accounting & Finance Manager; Audra Green, Outreach Manager & Interim Assistant Director, Travis Porter; OP Branch Manager, Jennifer Grentz; Communications & Marketing Manager; Kristi Haman, Cherry Lane Manager

**Megan Larsen Called the board meeting to order at 7:00pm**

**Meeting Agenda:**

- 1. Opening Statement from Library Director Nick Grove** – Tonight there will be no public comments, nor for the foreseeable future. Grove explained the board's duties and the Idaho codes and Bylaws to follow. He mentioned the open meeting laws and rules and also the code of conduct that the public was given as they arrived. The library is not obligated to have public comments, it has been a courtesy. Grove talked about the books that a small group wants the library to take off the shelves or have somewhere that they will not be easily accessible. We have Meridian Police here again to keep things civil. Joe Borton, general legal counsel for the library and will talk about Public Records Requests. Peter Bromberg is presenting on Intellectual Freedom in libraries. The library has staff who are educated to select books for our collections. We will not ban books.
- 2. Consent Agenda:** Consent agenda items are considered to be routine and are acted on with one motion. There will be no separate discussion on these items unless a member of the library board requests an item to be removed from the Consent agenda for discussion. [ACTIONITEM]
  - a.** Regular Meeting Minutes, September 21, 2022
  - b.** Regular Meeting Minutes, October 19, 2022
  - c. Policy review/revision**
    - i.** Fabrication Policy
  - d. Job description review/revision**
    - i.** Digital Services Librarian
    - ii.** ILL (Interlibrary Loan) Library Assistant
    - iii.** Library Assistant
    - iv.** Resource Specialist

v. Volunteer Coordinator

e. MLD Salary Schedule

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

3. **Guest Speaker - Joe Borton** - Public Records Requests: All requests are treated the same, objectively, and fairly. We have 3 days to ask questions to clarify what documents the patron wants. After that, depending on the ask, a response will be given in 3-10 days. There will be notification of their rights, and all responses will be handwritten. Each request is given equal and fair attention as we want the patron to receive the correct document they are requesting.
4. **Guest Speaker - Peter Bromberg** - Intellectual Freedom in Public Libraries – Key element for our library is that our meeting room laws are reviewed yearly as are all of our policies. The 1<sup>st</sup> Amendment is the Libraries' core value, and we are non-partisan and all are welcome here to find anything they are looking for. You might not like some things on the shelf but they might be important to someone else. We are not here to judge nor police the stacks.
5. **Approval of September 2022 Financial Reports** [ACTION ITEM] With an adjustment to how the bill payments are listed, Hart made a MOTION to approve the September 2022 Financial Reports, Kohler seconded. All in favor, none opposed. MOTION carries.
6. **Director's Report** – Trisha Mick who worked at MLD previously will be onboarding for the Assistant Director job on December 2<sup>nd</sup>. Staff benefits were reviewed, and we were able to change dental, vision & HRA receiving the same care, but at less cost. Open Enrollment is from November 21 – December 2. OP is moving along and should be in soon.
7. **Board Bylaws** [ACTION ITEM] Kohler made a MOTION to approve the Board Bylaws, Hart seconded. All in favor, none opposed. MOTION carries.
8. **Financial Policy** [ACTION ITEM] Need to clean up the red lines and move the capital low threshold from \$1,000 to \$3,000-\$5,000 threshold as that is what the other libraries have their low thresholds at. Strike 1<sup>st</sup> sentence 6 that all staff has approval. #7 Treasurer will approve Nick's \$3,000-\$5,000 credit card, and approve additional edits. Larsen made a MOTION to approve the Financial Policy with a minor change, Knutson seconded. All in favor, none opposed. MOTION passed.
9. **Tiny Library** [DISCUSSION ITEM] Tabled until December or January.
10. **Board Meeting technology** [ACTION ITEM] Upgrade audio & camera setup back to Zoom. YouTube page allows to watch at a later date, so there is a level of transparency. Improve the online board & public interaction with mics where there are public comments. 3 minutes per action. Setup up live streaming and YouTube, retention policy, and add that the recording process can use remote presenters. Can use Zoom for the public to see the live stream. Should be easy, to move to the live stream option. Knutson made a MOTION to Upgrade our audio and camera and record live streaming, Cummings seconded. All in favor, none opposed. MOTION carries
11. **Future agenda items** [DISCUSSION ITEM] Tiny Library. Policy/Public forum. Challenge Policy/how many, Collection Development Policy. Speaker-Social Media.

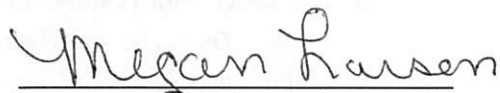
MEETING ADJOURNED AT 9:12 P.M.

The next scheduled regular meeting for 7: 00 p.m., December 21, 2022

RESPECTFULLY SUBMITTED AND APPROVED



Nick Grove, Director



Megan Larsen, Board Chair