



Library Board Trustee Meeting Minutes

June 21st, 2023

Meridian Cherry Lane Library
1326 W. Cherry Lane
Meridian, ID 83646
Large Conference Room

Trustees

Megan Larsen
Chair

Jeff Kohler
Vice Chair

Laura Knutson
Treasurer

Destinie Hart
Trustee

Josh Cummings
Trustee

Regular Session

Trustees present: Megan Larsen; Jeff Kohler; Destinie Hart; Josh Cummings

Staff present: Nick Grove, Library Director; Trisha M., Assistant Director; Ema B., Accounting & Finance Manager; Dan P., Executive Assistant

Recording available at:
<https://www.youtube.com/MeridianLibraryDistrict>

Meeting called to order by Megan at 7:00pm

AGENDA ITEMS

Officer – Swearing in of the newly elected Trustees

- Josh Cummins & Destinie Hart

Nominations:

Chair: Jeff nominated Megan Second - Destinie Vote - All in favor
Vice chair: Josh nominated Jeff Second – Laura Vote - All in favor

Review of Board bylaws –

-No discussion

Motion to approve – Josh Second – Laura Vote - All in favor

Review of Trustee Job Description

-No discussion

Motion to approve – Laura Second – Destinie Vote - All I favor

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Establishing Regular Meeting Announcements

-No discussion

Motion to approve – Jeff

Second – Laura

Vote - All in favor

1. Public Comments –

-no public comments

2. Consent Agenda: Consent agenda items are considered to be routine and are acted on with one motion. [ACTION ITEM]

a. Regular Meeting Minutes, May 17, 2023

Motion to approve – Destinie

Second – Laura

Vote – All in favor

3. Approval of Financial Reports [ACTION ITEM]

a. Approval of Financial Reports

-no discussion

Motion to approve – Jeff

Second - Destinie

Vote - All in favor

b. Disbursement approvals

-no discussion

Motion to approve – Larua

Second – Josh

Vote – All in favor

4. Orchard Park Capital Expenditure Memorandum [ACTION ITEM]

-The Orchard Park branch project has exceeded Ti improvements, the CM Company budget was exceeded but the overall budget is under, less than .01% overage.

-There were significant challenges on coordinating materials and labor

-MLD is still awaiting materials but nearing closing out the project

Motion to approve - Josh

Second - Laura

Vote – All in favor

5. FY22 Audit Presentation and Acceptance [ACTION ITEM]

- Harris CPAs – MLD Fiscal Year 2021-2022 Financial Audit

Motion to approve - Laura

Second- Jeff

Vote- All in favor

6. Staff presentation

- Financial Structure Presentation – Ema Brenneman

7. Director's Report

- a copy of the Directors report is in the Board Packet
- collection development policy question for the Board– Does MLD desire to keep full series of book? To do this consistently will be challenging, but MLD is working toward keeping those series/volumes. Another challenge is that the series/volumes may be found at different locations. MLD aspires to keep these series/volumes together.

8. Job Descriptions

- a. Resource Coordinator [ACTION ITEM]
-tabled until July 2023 meeting

- b. Collection Development Librarian [ACTION ITEM]
- No discussion

Motion to approve - Laura

Second -Destinie

Vote – All in favor

- c. Library Director [ACTION ITEM]
 - *Amendment - Serve as Secretary of the Trustees and clerk of the Board, and attend all Board meetings
 - *Amendment – add assistant directors as supervisor on page 3
 - *Amendment – In record and reports section – replacing the word Board with Trustees, consistency throughout the document
 - Look into the “40 hours a week” portion of the job description, talk with legal

Motion to approve as amended - Laura

Second - Destinie

Vote – All in favor

- d. Recruitment Coordinator [ACTION ITEM]

-A new position to be filled to assist with the volunteers and recruitment.

Motion to approve - Laura

Second - Destinie

Vote – All in favor

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- e. Salary Schedule [ACTION ITEM]
-No discussion

Motion to approve - Laura

Second - Josh

Vote – All in favor

9. Policy Review

a. Lending Guidelines [ACTION ITEM]

- Obtaining library card – to be more specific about ages – look at the legality – the present wording is to safeguard the Meridian Library District
- Suggestion – (a perception is that is there is no safety, which is not true) ADD – the parent legal guardian is responsible for the account and the material (content).
- The Board would like to consider for the future – the possibility of offering an option of tiered library cards (Idaho Falls has offered something similar)
- How can MLD help our patrons understand the tools we have to help them make choices?
- The Board would like MLD to investigate – the ability to send an email (of check outs) with the current infrastructure and the cost of doing it if it is not available

Motion to as written- Laura

Second - Josh

Vote – Yes (Laura, Josh)

No(Megan, Destinie, Jeff)

10. Executive Session [ACTION ITEM]

- Pursuant to [Idaho Code §74-206 \(1\)](#)
 - [\(b\)](#) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student;
 - [\(c\)](#) To acquire an interest in real property not owned by a public agency;

Motion to go into Executive Session:

Megan – Yes
Jeff – Yes
Laura – Yes
Destinie – Yes
Josh – Yes

Return to regular session: 10:02pm

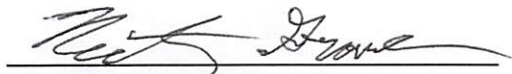
11. Future agenda items [DISCUSSION ITEM]

- Lending guidelines policy revision
- FY2024
- August or September – to change or review the form (request for reconciliation) for moving a book
- New policy to consider– public comment policy
- Consider posting the salary schedule for MLD

Meeting adjourned: 10:05pm

The next regular Library Board Meeting is scheduled for 7:00pm, July 19, 2023

RESPECTFULLY SUBMITTED AND APPROVED



Nick Grove, Director



Megan Larsen, Board Chair