



# Library Board Trustee Meeting Minutes

## October 18, 2023

### Trustees

Megan Larsen – Chair

Jeff Kohler – Vice Chair

Laura Knutson - Treasurer

Destinie Hart – Trustee

Josh Cummings - Trustee

Meridian Cherry Lane Branch  
1326 W Cherry Lane  
Meridian, ID 83642  
*Conference Room*

## Regular Session

Trustees present:

Trustee Larsen; Trustee Kohler; Trustee Knutson; Trustee Cummings;  
Trustee Hart was absent until 7:42pm

Staff present:

Nick Grove, Library Director; Dan P., Executive Assistant; Holly D., Administrative Assistant;  
Iliana G., Administrative Assistant; Talley G., Collection Development Librarian

Meeting called to order by Trustee Larsen at 5:00pm

### AGENDA ITEMS

#### 1) Public Comment

#### 2) Consent Agenda [ACTION ITEM]

- a) Regular Meeting Minutes, September 20, 2023
- b) Special Meeting Minutes October 13, 2023
- c) Policies
  - i) Fabrication Policy

*Motion to approve* – Trustee Knutson      Second – Trustee Cumming      Vote – all in favor

#### 3) Financials [ACTION ITEM]

- a) Approval of August Financial Reports
- b) Disbursement approvals
  - 2 vehicle purchase

*Motion to approve* – Trustee Knutson      Second – Trustee Cummings      Vote – all in favor

Trustees

Megan Larsen – Chair

Jeff Kohler – Vice Chair

Laura Knutson - Treasurer

Destinie Hart – Trustee

Josh Cummings - Trustee

#### 4) Director Updates

##### a) Director's monthly report

-Foundation: Mayor Robert Simison issued a proclamation declaring Sept. 18-24 as "Diaper Awareness Week" at Cherry Lane. - Facilities: Branches have new wireless access points, staff work stations/computers are updated, friends of the library book shelf book sale installed - HR: Slower hiring, getting through org design updates. Received 20 total apps and hired five new employees. Started working on staff benefits for 2024. Held a flu shot/COVID booster shot clinic at Cherry Lane - Circulation: Numbers are up. All locations are seeing increased attendance - Service stats: Reference questions are down, as usual, but other numbers are up. - Programs: Lots of engagement with programs, up over 200% in many areas. - Congrats to Jen T. for ILA Scholarship and 2023 ILA Parapro of the Year, Audra G. for Outstanding Bookmobile Librarian Award, and Megan Larsen as 2023 ILA Chair of the Year.

#### 5) Salary Schedule [ACTION ITEM]

-small changes to grade 2, 3 and 9 – the set up was in a spreadsheet and the formulas were absent, now we have proper consistency with the new formulas.

*Motion to approve* – Trustee Cummings      Second – Trustee Kohler      Vote – all in favor

#### 6) Executive Session [ACTION ITEM]

##### a) Pursuant to [Idaho Code §74-206 \(1\)](#)

- i) [\(c\)](#) To acquire an interest in real property not owned by a public agency;
- ii) [\(f\)](#) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement;

Roll call: Trustee Larsen – yes  
Trustee Kohler – yes  
Trustee Knutson – yes  
Trustee Cummings – yes  
Trustee Hart – absent at beginning of session, joined at 7:42pm

Time entered executive session: 7:12pm

Time reenter regular session: 8:06pm



Trustees

Megan Larsen – Chair

Jeff Kohler – Vice Chair

Laura Knutson - Treasurer

Destinie Hart – Trustee

Josh Cummings - Trustee

**7) Administrative Building Lease [ACTION ITEMS]**

*Motion to approve pending legal satisfaction and that rent covers all costs associated with building and authorizing Director Grove to sign on behalf of library district – Trustee Kohler*

Second – Trustee Knutson    Vote – all in favor

**8) Policy Reviews**

a) Public Comment Policy [ACTION ITEM]

-Legal counsel reminds board that public comment is not required but is an advantage, suggests clarification on “negative comments,” reminds board that any comments brought up may not be addressed at that time under Idaho Open Meeting Law, suggests language that would reflect that purpose, reminder of the language included that directs comments to form, suggest that the language be moved to top for transparency’s sake, Trustee Cummings asks about materials presented to the board being included in files vs. minutes, Legal counsel reaffirms that materials presented to the board are not part of the minutes but are preserved

*Motion to approve changes – Trustee Cummings    Second – Trustee Kohler    Vote – all in favor*

b) Collection Development Policy [ACTION ITEM]

-Changes have been made and approved by legal counsel. Trustee Hart wants clearer language on challenges to materials vs. materials’ placement in the library, either own form or incorporated into current form. Would like clearer language in actual policy. Proposes language, including fixed typo, adding “or its placement in the library” to existing language, and grammatical changes for clarity’s sake. Nick says MLD typically uses “location where it is shelved” in other policies. Trustee Knutson asked if patrons should be made aware that requests for reconsideration will become public record. Trustee Cummings reaffirmed that appeals become part of the board packet seeing as how those come before the board, asked about e-books since Libby and other apps do not allow libraries total control over where items are digitally shelved. Director Grove told the board that Kanopy does allow some controls. Trustee Larsen said she wasn’t sure the board has those answers right now, but it is something to be considered.

*Motion to approve with changes – Trustee Hart    Second – Trustee Laura    Vote – all in favor*

c) Collection Development Policy History Center [ACTION ITEM]

*Motion to approve – Trustee Knutson    Second – Trustee Hart    Vote – all in favor*



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### 9) Future agenda items **[DISCUSSION ITEM]**

- Strategic planning and facilities planning (work session for the future)
- Friends come and share what it is they do

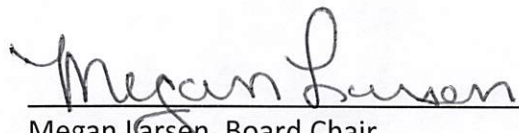
Meeting adjourned: 8:59pm

The next regular Library Board Meeting is scheduled for 7:00pm, November 15, 2023

RESPECTFULLY SUBMITTED AND APPROVED



\_\_\_\_\_  
Nick Grove, Director



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Megan Larsen, Board Chair