



Library Board Trustee Meeting Minutes

April 17, 2024

<u>Trustees</u>		
Megan Larsen – Chair	Jeff Kohler – Vice Chair	Laura Knutson - Treasurer
Destinie Hart – Trustee	Josh Cummings - Trustee	

Meridian Cherry Lane Library
 1326 Cherry Lane
 Meridian, ID 83642
Conference Room

Regular Session

Trustees present: Megan Larsen, Laura Knutson, Destinie Hart, Josh Cummings
 Jeff Kohler joined at 8:07pm

Staff present:

Nick Grove, Library Director; Dan P., Executive Assistant; Holly D., Administrative Assistant; Ema B., Finance & Accounting Manager; Vassil I., AD of Branches; Lindsay T., HR Manager; Paige B., Youth Services Librarian; Cortnie B., Business Liaison Librarian

Meeting called to order by Trustee Larsen at 7:00pm

AGENDA ITEMS

1) Public Comment

-Bryan Carter –

- topic 1: the time of public comment period, should be more,
- topic 2: policies – code of conduct (firearms)
- topic 3: HB710 – supports

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

- a) Regular Meeting Minutes, March 20, 2024
- b) Policies
 - i) Photography
- c) Job Descriptions
 - i) Administrative Assistant
 - ii) Resource Coordinator

Motion to approve: Trustee Hart Second: Trustee Cummings Vote: All in favor

3) Financials **[ACTION ITEM]**

- a) Approval of February Financial Reports
- b) Disbursement approvals

Motion to approve: Trustee Cummings Second: Trustee Knutson Vote: All in favor

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Jeff Kohler – Vice Chair

Laura Knutson - Treasurer

Destinie Hart – Trustee

Josh Cummings - Trustee

4) FY23 Audit Presentation and Acceptance [ACTION ITEM]

Motion to approve: Trustee Knutson

Second: Trustee Hart

Vote: All in favor

5) Staff Presentations

- a) Cortnie B. – Business Liaison Librarian
 - i) Libraries as Launchpad

6) Director Updates

- a) Director's monthly report
 - i) Director Grove testified to the Idaho Senate State Affairs Committee regarding HB710. The District hired an additional full-time courier, allowing for increased capacity for home delivery and similar services. Strategic Initiatives collaborated with the City of Meridian and West Ada School District to participate in the Do the Right Fair at Meridian Middle School. At Cherry Lane, there were 244 completions of the Winter Reading Program and over 400,000 minutes read. The Idaho Steelheads visited Orchard Park for story time. Jane O. moved to unBound to take over as branch manager. Trustee Cummings asked where the books for Pinnacle are being kept. Director Grove said they are being held in an offsite storage facility. Chair Larsen asked if the numbers for early learner programs include caregivers. Director Grove said those numbers are anyone who is in attendance. Chair Larsen asked how long the sorter is meant to last. Director Grove said it's about seven years, and the District is having a harder time finding replacement parts as needed because the particular model at Cherry Lane is no longer produced. The easier model at Orchard Park will be the same model installed at both Pinnacle and Cherry, pending remodels at the latter.

7) Job Descriptions [ACTION ITEM]

- a) Human Resource Coordinator

Motion to approve: Trustee Knutson

Second: Trustee Hart

Vote: All in favor

8) Policy Reviews

- a) Financial Policy [ACTION ITEM]

Motion to approve: Trustee Knutson

Second: Trustee Hart

Vote: All in favor

- b) Employee Handbook [ACTION ITEM]

-Trustee Cummings is suggesting a definitions page and a table of contents page. Director Grove said that can be added.

Motion to approve: Trustee Knutson

Second: Trustee Hart

Vote: All in favor



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

- a) Chair Larsen - Discussions on hb710
- b) Chair Larsen - Cherry lane renovations
- c) Trustee Knutson - Code of conduct policy to be reviewed

Meeting adjourned:

The next regular Library Board Meeting is scheduled for 8:15pm, _____

RESPECTFULLY SUBMITTED AND APPROVED

Nick Grove, Director

Megan Larsen, Board Chair