

Library Board Trustee Meeting Minutes

January 18th, 2023

Trustees

Megan Larsen
Chair

Jeff Kohler
Vice Chair

Laura Knutson
Treasurer

Destinie Hart
Trustee

Josh Cummings
Trustee

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

Regular Session

All trustees were present

Staff present: Nick Grove, Library Director; Trisha M., Assistant Director; Ema B., Accounting & Finance Manager; Muhammad A., Systems Administrator; Dan P., Executive Assistant; Jennifer G., Communication & Marketing Manager

The meeting was recorded on Zoom at:

<https://us02web.zoom.us/j/85498750748?pwd=aGZETVd1czEwWlhlZTJBS1NIWnR5UT09>
Meeting ID: 854 9875 0748 Passcode: 8884451

Recording available at:

<https://www.youtube.com/watch?v=GOQEszyeBDU>

Meeting called to order by Megan at 7:00pm

Motion to strike Consent agenda item 1.a.1. Administrative Assistant job description – Jeff Second – Destinie Vote – All in favor

AGENDA ITEMS

1. **Consent Agenda:** Consent agenda items are considered to be routine and are acted on with one motion. [ACTION ITEM]
 - a. Regular Meeting Minutes, December 21, 2022

Motion to approve amended consent agenda – Josh Seconded – Destinie
Vote – All in favor

2. Approval of December 2022 Financial Reports [ACTION ITEM]

No comments

Motion to approve Financial Reports – Destinie Seconded – Jeff Vote –All in favor

3. Director's Report

Stats in the Assistant Director's report for card/account stats. There are forms on Ada County Website, March 31st deadline for Trustee election. The board requested the department reports, specifically the testimonials, be made available to the public. Also, the board requested adding the number of full-time and part-time employees as part of the department report.

A patron's library card must be renewed every three years. After that time the card becomes inactive, and they are purged once a year. The board requested additional data comparing the population growth and increase in library accounts.

4. Lisa McGrath - Social Media in Public Libraries

Lisa was not able to attend. Tabled until a later date.

5. Master Facility Plan [DISCUSSION ITEM]

The 2015 Master facility plan was completed in house. Staff will investigate companies and consultants for a draft scope and request for cost. Also, the board will research the possibility of doing the work in house again. This is a need for future growth. There are a lot of variables to consider. The approximate timetable for a new master facility plan to be written is 6 to 12 months. The board will consider how often this should take place. Typically, master facility plans are done approximately every 10 years. This plan was done in 2015 in support of the levy.

6. Future agenda items [DISCUSSION ITEM]

The board will coordinate with Lisa McGrath to reschedule. Nick is working with ICfL and ICRMP to share.

7. Executive Session: Pursuant to Idaho Code under code section 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

Trustees started Executive Session: 7:25 [ACTION ITEM] Roll call: Megan-Yes, Jeff- Yes, Laura- Yes, Destinie- Yes, Josh- Yes. Vote: All in favor. Trustees left Executive Session and returned to the regular meeting at: 8:13pm



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Meeting adjourned: 8:15pm

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

RESPECTFULLY SUBMITTED AND APPROVED



Nick Grove, Director



Megan Larsen, Board Chair