



Library Board Trustee Meeting Minutes

July 17, 2024

Trustees

Jeffery Kohler – Chair

Destinie Hart – Vice Chair

Laura Knutson - Treasurer

Megan Larsen – Trustee

Josh Cummings - Trustee

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

Regular Session

Trustees present: All present

Staff present:

Nick Grove, Library Director; Dan P., Executive Assistant; Holly D., Administrative Assistant; Ema B., Finance & Accounting Manager; Jason S., AD of Operations; Vassil I., AD of Branches

AGENDA ITEMS

1) **Call to Order: 7:00 pm**

2) **Public Comment**

-Bryan Carter came before the Board to say thank you for the “good work”

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

a) Regular Meeting Minutes, June 26, 2024

b) Special Meeting Minutes, May 29, 2024

c) Policies

i) Social Media

ii) Interlibrary Loan

iii) Fabrication

d) Job Descriptions

i) Maintenance Coordinator

ii) Community Librarian

Motion to approve: Trustee Cumming

Second: Trustee Larsen

Vote: All in favor

4) **Financials [ACTION ITEM]**

a) Approval of May Financial Reports

b) Disbursement approvals

Motion to approve: Trustee Cumming

Second: Trustee Larsen

Vote: All in favor

Trustees

Jeffery Kohler – Chair

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Josh Cummings - Trustee

5) Silverstone Close Date for Transition to Pinnacle Branch [ACTION ITEM]

- Trustee Cummings asked if the District had been able to find places for any of the unneeded infrastructure from Silverstone. Director Grove said those decisions won't be made until after the majority of the moving is done. Chair Kohler asked if there is a "buffer" scheduled in for the opening, in case anything happens last minute to prevent the opening from happening on time. Director Grove said there is always the possibility that something could happen, but nothing big is anticipated. Chair Kohler asked what Director Grove thought patrons would think of the month-long closure. Director Grove said it's been an adjustment for some since Silverstone has been there for fifteen years, but the transition to Pinnacle will be a greater long-term benefit. Adding extra Bookmobile stops is also an option. Trustee Larsen added that Silverstone was always intended to be a temporary location before moving somewhere more sustainable. The District will also be encouraging patrons to take advantage of its Home Delivery options. Trustee Cummings asked if it would be possible to move the road signs from Silverstone to Pinnacle.

Motion to approve closure of Silverstone on August 31st, 2024: Trustee Larsen

Second: Trustee Knutson Vote: All in favor

6) Director Updates

a) Director's monthly report

- Director Grove updated the Board on happenings within the District, such as a tour of Pinnacle for the Foundation Board, collection changes as staff prep for the move to Pinnacle, and a deep dive into how patrons are utilizing the different digital resources provided by the District.

7) Policy Review

a) Code of Conduct [ACTION ITEM]

-Trustee Knutson would like the change to be –*"possession of a deadly or dangerous weapon is prohibited. An exception is made for a lawful possessed firearm as defined by Idaho Code Title 18"*

-Director Grove said it could become more a fact of training for our staff how to handle different situations

Motion to table until a later meeting for legal review: Trustee Larsen

Second: Trustee Hart

Vote: All in favor

Trustees

Jeffery Kohler – Chair

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Laura Knutson - Treasurer

Megan Larsen – Trustee

Josh Cummings - Trustee

b) AI Handbook Addendum **[ACTION ITEM]**

-Last page (change from company to District), add space

-Page 2, “*all AI must be cited*”, is there a way to do it? Not right now but working on a way to do that now. It is a matter of transparency more than citing. Staff are discouraged from claiming AI’s work as their own.

*Motion to approve with changes: Trustee Knutson
All in favor*

Second: Trustee Larsen

Vote:

8) Budget Presentationsa) FY24 Amended Budget Draft Presentation **[DISCUSSION ITEM]**

- Director Grove and Financial Manager Brenneman presented on the draft amended budget for FY24. This budget will be brought back before the Board in August. No significant changes to this draft are anticipated. Most revenue is coming in above what was initially project, and at least some of that money will hopefully be left over toward replacing furniture and other minor updates in some of the branches not getting major remodels

b) FY25 Budget Draft Presentation **[DISCUSSION ITEM]**

-Changes between this year and the next include operating costs for Pinnacle and increased nontax revenue based on previous years. This budget was based on previous years’ and managers’ needs. An increase in personnel costs is expected because of a new location, fixed cost numbers going up with different benefit providers, and salary schedule changes hopefully introduced after the Board approves the final budget to be more competitive with other libraries. The collections budget is lower because there are no branches being opened or expanded in the next year. Operating expenses are up because of legal fees, rising insurance costs, consulting fees for a new strategic plan, and other projects that need to be planned for.

9) Executive Session **[ACTION ITEM]**

a) 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;

Motion to go into Executive session:

Roll call vote: Trustee Larsen- yes

Trustee Kohler- yes

Trustee Knutson- yes

Trustee Hart- yes

Trustee Cummings- yes

Time in session: 8:43pm

Time out of session:9:34pm



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10) Compensation for the Library Director [ACTION ITEM]

Motion to increase 3.5% effective July 2024: Trustee Larsen

Second: Trustee Knutson

Vote: All in favor

11) Future agenda items [DISCUSSION ITEM]

- Update on Pinnacle
- MSR meetings
- Budget hearings

12) Adjournment: 9:35pm

The next regular Library Board Meeting is scheduled for 7:00pm, August 21, 2024

RESPECTFULLY SUBMITTED AND APPROVED

A handwritten signature in blue ink, appearing to read 'Nick Grove', written over a horizontal line.

Nick Grove, Director

A handwritten signature in blue ink, appearing to read 'Jeffery Kohler', written over a horizontal line.

Jeffery Kohler, Board Chair