

Trustees

Jeff Kohler – Chair

Destinie Hart – Vice Chair

Laura Knutson - Treasurer

Josh Cummings - Trustee

Meridian Cherry Lane Library  
1326 Cherry Lane  
Meridian, ID 83646  
*Large Conference Room*

## Regular Session

Trustees present: Trustee Kohler; Trustee Knutson; Trustee Hart

Staff present:

Nick Grove, Library Director; Dan P., Executive Assistant; Holly D., Admin Assistant; Ema B. Accounting & Finance Manager;

### AGENDA ITEMS

1) **Call to Order: 7:01 pm**

2) **Public Comment**

- a) Bryan Carter came before the Board to ask about firearms in District branches and how it is addressed in the District's Code of Conduct.

3) **Recognition of Outstanding Service**

- a) As a Board, the Trustees recognized former Trustee and Board Member Megan Larsen for her ten years of service to MLD as a dedicated library advocate. In her words to the Board, she remarked upon the importance of maintaining a welcoming culture for Meridian. She thanked staff for their dedication to the community and remembered the changes that have taken place since she came on board, including unBound, Home Delivery, and removing late fees for library patrons.

4) **Trustee Vacancy Announcement**

- a) In accordance with Idaho Statute 33-2716(3), the Board formally declared the vacancy left by former Trustee Larsen. This position must be filled within 60 days, and applications will be on the website soon. The Board will review those applications and decide on a new member, who will serve until May of next year at the beginning of the next election cycle.

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

- a) Annual Budget Hearing & Regular Meeting Minutes, August 21, 2024  
b) Special Meeting Minutes, September 4, 2024  
c) Policies

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- i) Public Comment Policy
- d) Job Descriptions
  - i) Circulation Coordinator
  - ii) Business Liaison Librarian

*Motion to approve: Trustee Kuntson    Second: Trustee Hart    Vote: All in favor*

**6) Financials [ACTION ITEM]**

- Director Grove said this was a routine month for the District. Chair Kohler asked about a few vendors, including Library Aware (the newsletter service the District uses) and Soundtrack Your Brand (how the District is able to legally play copyrighted music in programs and other venues).

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

*Motion to approve: Trustee Hart    Second: Trustee Knutson    Vote: All in favor*

**7) Staff Presentation**

**a) Pinnacle Branch**

- i) Pinnacle Branch Manager Dusty Waltner and Material Services Manager Jenny Liebig presented on the upcoming opening of the new Pinnacle branch, including some of the efforts to get to this point and highlights of the new collection. The grand opening is set for Sept. 30, 2024. The Trustees thanked MLD staff for their dedication to making the opening as smooth and efficient as possible.

**8) Director Updates**

**a) Director's monthly report**

- i) Director Grove gave his regular update, touching on some of the same topics as the staff presentation with the opening of Pinnacle. Many branches did back to school programs with other local organizations. The Summer Reading Program came back for the first time since covid, and volunteers were not only a great help, but loved the experience and getting to work with MLD staff.

**9) Job Descriptions**

**a) Systems Administrator [ACTION ITEM]**

*Motion to approve: Trustee Kuntson    Second: Trustee Hart    Vote: All in favor*

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b) Executive Assistant **[ACTION ITEM]**

- i) This change will make the Executive Assistant the Executive Manager and will who reports to them, forming the District Resource Department.

*Motion to table until next month: Trustee Knutson. Second: Trustee Hart*

*Substitute motion to approve the Executive Assistant moving to Executive Manager: Trustee Knutson. Second: Trustee Hart.*

*-The Board voted to approve, but the motion was done incorrectly*

*Motion to reconsider the vote on the Executive Assistant job description that was made to table and amended motion to approve the description: Trustee Knutson. Second: Trustee Hart. Vote: All in favor*

c) Administrative Assistant **[ACTION ITEM]**

*Motion to approve: Trustee Hart Second: Trustee Knutson Vote: All in favor*

10) Policies

a) Room Reservation **[ACTION ITEM]**

- i) Adding Pinnacle rooms

*Motion to approve: Trustee Knutson Second: Trustee Hart Vote: All in favor*

b) Code of Conduct **[ACTION ITEM]**

- i) The District's legal team has reviewed this revision. Trustee Hart clarified that the Constitution does protect the right to bear arms as far as the government is concerned but does not protect against disapproval from other community members. Trustee Knutson said she appreciates the changes made to the policy that make clear that firearms are not prohibited in the library, and agreed with Trustee Hart that others have a right to disapproval. Director Grove said this is the second legal review of this policy and has been in the works for some time.

*Motion to approve: Trustee Larsen Second: Trustee Hart Vote: All in favor*

c) Code of Conduct **[ACTION ITEM]**

*Motion to approve: Trustee Hart Second: Trustee Knutson Vote: All in favor*



# Library Board Trustee Meeting Minutes

September 18, 2023

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

**11) Salary Schedule**

- a) Chair Kohler reminded the public that a board workshop was held on this topic. Trustee Hart asked if the ones setting the Lynx Administrator salary know about the position being on MLD's salary schedule. Director Grove said that salary range was given by the ones who set the salary. The Board decided to remove tier 12.

*Motion to approve the salary schedule with the eleven grades: Trustee Hart*  
*Second: Trustee Knutson*                      *Vote: All in favor*

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

-Cherry Lane Renovation

**13) Adjournment: 8:44pm**

The next regular Library Board Meeting is scheduled for 7:00pm, October 18, 2024

RESPECTFULLY SUBMITTED AND APPROVED

  
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Nick Grove, Director

  
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Jeffrey Kohler, Board Chair