



# Library Board Trustee Meeting Minutes

October 16, 2024

## Trustees

Jeffery Kohler – Chair

Destinie Hart – Vice Chair

Laura Knutson – Treasurer

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; Vassil I., AD of Branches

### AGENDA ITEMS

- 1) Call to Order: 7:00pm
- 2) Public Comment
- 3) Consent Agenda [ACTION ITEM]
  - a) Regular Minutes, September 18, 2024
  - b) Job Descriptions
    - i) Marketing Librarian
    - ii) Associate Librarian
    - iii) Collection Development Librarian
    - iv) Library Courier
    - v) Digitization Technician

*Motion to approve: Trustee Hart*

*Second: Trustee Cummings*

*Vote: All in favor*

- 4) Financials [ACTION ITEM]
  - a) Approval of August Financial Reports
  - b) Disbursement approvals

Trustees

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-Trustee Cummings asked about some charges on a credit card at Lowe's. Assistant Director Su explained the fridges at Pinnacle had been mismeasured and needed to be returned. Chair Kohler asked about the cost of a laser cutter on the financials. Assistant Director Su explained it was an addition to unBound.

*Motion to approve Financials: Trustee Cummings*

*Second: Trustee Hart*

*Vote: All in favor*

**5) Janitorial Contract [ACTION ITEM]**

*Motion to approve JanPro contract: Trustee Knutson*

*Second: Trustee Hart*

*Vote: All in favor*

**6) Director Updates****a) Director's monthly report**

- i) Director Grove went over the monthly report, most notable being the opening of Pinnacle on Sept. 30, 2024, which had 122 participants at its first story time.
- ii) Assistant Director Ivanov shared a deep dive into professional development in FY24, including over \$62,000 spent on education assistance, conferences, and other trainings for staff in FY24. Trustee Cummings said he would support reallocating more funds to professional development in the future.
- iii) Trustee Knutson thanked MLD for their work on Pinnacle's COP financing and asked about the databases and how the metrics are taken. Assistant Director Su explained that downloads and uses are counted separately. Chair Kohler asked how the District plans to advertise its online databases. Assistant Director Su said rather than training patrons to use it, the focus is put on training employees to use it to answer patron questions, thus showing patrons the practical, real-life applications that work for them.

**7) Job Descriptions****a) Material Services Manager [ACTION ITEM]**

*Motion to approve: Trustee Hart*

*Second: Trustee Cummings*

*Vote: All in favor*

Trustees

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**b) Digital Services Librarian [ACTION ITEM]***Motion to approve with title change: Trustee Hart**Second: Trustee Cummings**Vote: All in favor***8) Policies**

-Director Grove explained that these changes, minus the Employee Handbook, are part of the regular review process. Legal counsel has gone through and rewritten much of the first three policies. The Employee Handbook was updated as part of the recent payscale update. With supervisors and managers moving to exempt status, the PTO schedule needed to be updated. Trustee Hart asked if the goal was to have a full rewrite of all the policies as the reviews come up. Director Grove said most policies probably won't need to be completely rewritten. It's mostly about keeping policies uniform and consistent with each other across the District.

**a) Record Retention Policy [ACTION ITEM]***Motion to approve: Trustee Cummings**Second: Trustee Hart**Vote: All in favor***b) Record Retention Schedule [ACTION ITEM]***Motion to approve with addition of "12 months": Trustee Cummings**Second: Trustee Knutson**Vote: All in favor***c) Conflict of Interest [ACTION ITEM]***Motion to approve: Trustee**Second: Trustee Cummings**Vote: All in favor***d) Employee Handbook [ACTION ITEM]***Motion to approve: Trustee Hart**Second: Trustee Knutson**Vote: All in favor*



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### 9) Executive Session [ACTION ITEM]

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

Motion to go into Executive Session: 7:48 pm

Roll call: Trustee Kohler – Yes

Trustee Hart – Yes

Trustee Knutson – Yes

Trustee Cummings – Yes

Resume to regular session: 8:24 pm

### 10) Library Director pay approval [ACTION ITEM]

*Motion to increase Director's salary by 1.5% effective Oct. 1, 2024 approve: Trustee Hart*

*Second: Trustee Cummings*

*Vote: All in favor*

### 11) Future agenda items [DISCUSSION ITEM]

a) Filling trustee position

b) Any legislative up and coming (ILA, etc.)

c) MSR – Cherry Lane renovation update

### 12) Adjournment: 8:27pm

The next regular Library Board Meeting is scheduled for 7:00pm, November 20, 2024

RESPECTFULLY SUBMITTED AND APPROVED

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

  
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Jeffery Kohler, Board Chair