

Library Board Trustee Meeting Minutes

February 15th, 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

5 Guests from the Community

The meeting was recorded on Zoom at:
<https://us02web.zoom.us/j/85498750748?pwd=aGZETVd1czEwWlhIZTJBS1NIWnR5UT09>
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

AGENDA ITEMS

Motion: Add agenda item 3a - A letter of intent to submit a grant request from the Idaho Commission for Libraries for facilities and capital improvement funding.

Motion – Megan Second – Jeff Vote – all in favor

-The Board of Trustees is aware of the Ada County Commissioners agenda item Petition for Dissolution of the Meridian Library District. The Board has no comment at this time. There will be representation at the Ada County Commissioners board meeting.

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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
- b. Job Description
 - i. Administrative Assistant

Motion to approve – Jeff

Second – Destinine

Vote – all in favor

2. **Approval of Financial Reports** [ACTION ITEM]

- a. Disbursement approvals - budget versus actual, 250,000

-The board recognizes Ema's efforts to streamline accounts. The library district received a capital funding grant for \$250,000 from The Meridian Library foundation

Motion to approve – Destinie

Second – Jeff

Vote – all in favor

3. **Closing of First Interstate Bank HRA Account** [ACTION ITEM]

-The library has a new provider and the new provider holds those funds. No longer a need for the account.

Motion to approve – Jeff

Second – Destinie

Vote – all in favor

- a. ICFL Grant Letter of Intent [ACTION ITEM]

-This is a Capital Funds grant that will support the South Library branch. The library will be applying for a Tier 3 grant (up to \$500,000) and the first step is a letter of intent to apply. The grant proposal is not due until April.

Motion to approve – Laura

Second – Destinie

Vote – all in favor

4. **Director's Report**

-Orchard Park branch is in the final stages of completion. The library has a temporary occupancy permit from the City of Meridian, allowing the placing of furnishings and equipment. Employees are being hired to facilitate this branch. There is a ribbon cutting target date of April 28th and a tentative public opening date being May 1st. Contingent on obtaining the final occupancy permit.

5. Future agenda items [DISCUSSION ITEM]

- Master Facility Plan report
- Business Librarian becoming a certified Entrepreneurial Library
- Leisure Lane (paving to the east of Cherry Lane branch) – getting quotes now

*The Board will be attending the Meridian Library Staff Day on February 20, 2023, to interact with staff directly. No Board of Trustee business will be discussed.

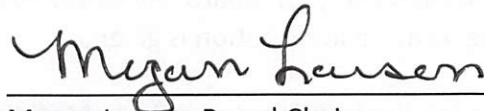
Meeting adjourned: 7:31pm

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

RESPECTFULLY SUBMITTED AND APPROVED



Nick Grove, Director



Megan Larsen, Board Chair

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-Meet with Brighton Construction concerning the South Branch project. There is direction for going forward with this project. There are more details and structural pieces coming soon.

-Spoke to MSR (Architect firm) about the Master Facility Plan. The library has been given a proposal that the Master Facility Plan would not exceed \$48,000. More information coming next board meeting. The Director will continue to research the Master Service Agreement and what is included in the agreement.

-Trustee Cumming asked to receive information about staffing – 52 full time, 34 part time, 2 temporary part time (ends in Feb). As the library grows more employees will be needed to meet the demand of the community.

-The Meridian History Center's digital collection is going to take some time to prepare for the community to use. This is located on the 1st floor in Meridian City Hall History Center.

-The Board is aware of the new HB139 in the House State of Affairs committee, it is very similar to HB666 from last year. Board will be monitoring the movement of this new bill. Discussion will continue as more information is given.

-Coffee with the Legislature will be at Meridian Library, Cherry Lane branch on Feb 24th @6:30am. Meridian Chamber holds these events during the legislative sessions and asked the Meridian Library District to host one.

-The Meridian Library District is having an outpouring of support for the library and its many programs. The community values how the library serves Meridian and would like to know how they can help with the recent challenges.

-The Director would like input from the Board on how to better communicate through the board reports. Any suggestions would be welcomed.

Comments -

-Material Service team at Orchard Park branch is doing a great job

-Outreach report- Home Delivery is serving a diverse people. Great addition to the long list of services MLD provides.

On record – Josh Cummings - on financial transparency; it is on our website at MLD.org/reports.