



Library Board Trustee Meeting Minutes

July 19th, 2023

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

Trustees

Megan Larsen
Chair

Jeff Kohler
Vice Chair

Laura Knutson
Treasurer

Destinie Hart
Trustee

Josh Cummings
Trustee

Regular Session

Trustees present: Megan Larsen; Jeff Kohler; Destinie Hart; Josh Cummings

Staff present: Nick Grove, Library Director; Trisha M., Assistant Director; Jason S., Support Services Manager; Ema B., Accounting & Finance Manager; Dan P., Executive Assistant

Recording available at:
<https://www.youtube.com/MeridianLibraryDistrict>

Meeting called to order by Megan at 7:00pm

AGENDA ITEMS

1. Public Comments –
-no public comments

2. Consent Agenda: [ACTION ITEM]

Consent agenda items are considered to be routine and are acted on with one motion.

a. Regular Meeting Minutes, June 21, 2023

Motion to approve – Josh Second – Destinie Vote – All in favor

3. Financial Reports [ACTION ITEM]

a. Approval of Financial Reports

-MLD has the option to purchase OP, the Trustees would like to make sure the paperwork and costs are done

Motion to approve – Josh

Second - Destinie

Vote – All in favor

b. Disbursement approvals

-no discussion

Motion to approve – Josh

Second – Destinie

Vote – All in favor

4. Staff Presentation-Recruitment Coordinator (Pamela)

-Volunteer Program at MLD

5. Director's Report

-The Spanish Sun property is 3 acres and has been mowed.

-HR has been working on the employee handbook revision.

-Foundation is finishing things at Orchard Park with books and the donor wall.

-HVAC at Cherry Lane is slowing dying but holding up going through the heat.

-The fire suppression system at Cherry Lane had some false alarms go off due to pressure, this has been fixed by the vendor.

-Stats have been on the rise.

-MLD is rolling out a new organization design. MLD is decentralizing the district (no main library, the same programs and design in each branch).

-MLD has restructured the committee structure to compliment the new organizational design. MLD is doing this also to meet the needs of the community and to provide training for staff.

-MLD has decided on this new organizational design based on staff feedback (listening tours and townhalls), manager and supervisor meetings, admin meetings, statistics of our programs and community data.

6. Job Descriptions

a. Administrative Assistant [ACTION ITEM]

-no discussion

Motion to approve - Destinie

Second - Jeff

Vote – All in favor

b. Assistant Director of Branches [ACTION ITEM]

- no discussion

Motion to approve - Destinie Second - Jeff Vote – All in favor

c. Assistant Director of Operations [ACTION ITEM]

-no discussion

Motion to approve - Destinie Second - Jeff Vote – All in favor

d. Branch Manager [ACTION ITEM]

-no discussion

Motion to approve - Jeff Second - Destinie Vote – All in favor

e. Executive Assistant [ACTION ITEM]

**Amendment: may act as the clerk of the Board (Laura)

Motion to approve as amended- Destinie Second - Jeff Vote – All in favor

f. Human Resources Coordinator [ACTION ITEM]

-no discussion

Motion to approve - Destinie Second - Jeff Vote – All in favor

g. Human Resources Manager [ACTION ITEM]

-no discussion

Motion to approve - Destinie Second - Jeff Vote – All in favor

h. Resource Coordinator [ACTION ITEM]

-no discussion

Motion to approve - Jeff Second - Destinie Vote – All in favor

7. Salary Schedule [ACTION ITEM]

- *Amendment – strike the unbound manager from line 10

- MLD is looking into the publishing of this salary schedule

Motion to approve amended - Josh Second - Destinie Vote – All in favor



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8. All staff implementation day

- MLD has done their due diligence in finding the best time to close the library for training and implementation

- MLD understands the impact on the community to close for a full day

Motion to approve - Josh

Second - Destinie

Vote – Yes- Josh, Megan, Destinie

No- Jeff

9. Budget Presentations

a. FY23 Amended Budget Draft Presentation [DISCUSSION ITEM]

-Fiscal year 23 was a challenge because of the changing of staff

-Non-tax revenue saw additional funding

b. FY24 Budget Draft Presentation [DISCUSSION ITEM]

-Collection development is not going to need the budget because of the collection in Silverstone (not starting from scratch)

-Professional development has almost doubled – more staff, what each position requires, consistency, equitability – it is not allocated to specific departments or teams, but MLD is making sure there is balance throughout

-Vehicles section – large part of the budget is for gas and maintenance. MLD will be looking at ROI's and replacement costs – MLD would like to eventually have a vehicle at each branch

-Children's programming will not be going down, Trisha has done a lot of research to make sure this does not happen. The cost of children's programs is significantly less than the cost for adult programming

-Personnel – the budget has gone up because of the need for new staff and position changes. It is difficult to hire new people because of the job status in the valley and the lower positions/pay scale are difficult to staff. Also, include the benefits variables. Cushioned to provide flexibility

10. Executive Session [ACTION ITEM]

- 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:

Megan – y

Jeff – y

Destinie – y

Josh – y

Return to regular session: 9:38pm

11. Compensation for the library director
-3.5% increase effective August 6th

Motion to approve – Josh Second – Destinie Vote – All in favor

8. **Future agenda items** [DISCUSSION ITEM]

- Board would like a more time to review policies, MLD will create a calendar to give to the Board to know what policies are scheduled

Meeting adjourned: 9:41pm

The next regular Library Board Meeting is scheduled for 7:00pm, August 16, 2023

RESPECTFULLY SUBMITTED AND APPROVED



Nick Grove, Director



Megan Larsen, Board Chair