



# Library Board Trustee Meeting Minutes

## September 20, 2023

### Trustees

Megan Larsen – Chair

Jeff Kohler – Vice Chair

Laura Knutson - Treasurer

Destinie Hart – Trustee

Josh Cummings - Trustee

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

## Regular Session

Trustees present: All present

Staff present:

Nick Grove, Library Director; Ema B., Accounting and Finance Manager; Dan P., Executive Assistant; Holly D., Administrative Assistant; Irene B., Community Librarian

Meeting called to order by Trustee Larsen at 5:00pm

### AGENDA ITEMS

#### 1) Public Comment

-Heather Smith came before the board to ask how involved and aware the board has been in recent organizational changes under the direction of Director Grove. Chair Larsen said that while the board does not generally involve itself in personnel changes, public comment is always welcome.

#### 2) Consent Agenda [ACTION ITEM]

- a. Regular Meeting Minutes, August 16, 2023

*Motion to approve* – Trustee Cummings  
all in favor

Second – Trustee Kohler

Vote –

#### 3) Financials [ACTION ITEM]

- a. Approval of July 2023 Financial Reports  
b. Disbursement approvals

*Motion to approve* – Trustee Kuntson

Second – Trustee Hart  
Vote – all in favor

Trustees

Megan Larsen – Chair

Jeff Kohler – Vice Chair

Laura Knutson - Treasurer

Destinie Hart – Trustee

Josh Cummings - Trustee

4) **Approval to Open Financial Accounts at Idaho Central Credit Union [ACTION ITEM]**

-Director Grove explained that MLD currently has accounts open at two different institutions and would like to eventually bring all accounts to one bank. ICCU is a state-approved institution and is conveniently located for staff

*Motion to approve* – Trustee Cumming      Second – Trustee Hart      Vote – all in favor

5) **Director Updates [DISCUSSION ITEM]**

-Director Grove provided the monthly director's update, highlighting eight new job postings, two new administrative assistants, new library pages, and four other position changes made to realign with new duties and location changes. HR also met with One Digital to evaluate employee benefits. The Foundation was recently recognized with an award from the Meridian Chamber of Commerce for philanthropic work. The foundation also secured funding for a new AED machine at Orchard Park branch. Support Services has received two new vehicles and is still awaiting hardware for two doors at Orchard Park, the only outstanding construction left. New AV equipment has been installed at unbound branch. The material services team is kept busy, with nearly 6,000 titles either added or weeded from the collection this past month. Circulation numbers are consistently getting higher, partially because of the new Orchard Park branch. Reference numbers are "hit or miss," partially because of how they are recorded, but patrons show a continued interest in 3D printing. Program numbers are incredibly high, with storytime at one location seeing over 100 people in attendance. The new print brochure makes it easy for patrons to find and attend new programs. School age numbers did go down this month, but that's to be expected with school starting up again. The trustees expressed their appreciation for staff's dedication and the resulting numbers. Chair Larsen asked about updates to the Cherry Lane branch, and Finance Manager Ema Brenneman said letters have been sent to both the landlord and the original builders to begin the process of remodeling.

6) **Job Descriptions**

i) Circulation Coordinator- [ACTION ITEM]

*Motion to approve* – Trustee Knutson      Second – Trustee Hart      Vote – all in favor

ii) Resource Specialist- [ACTION ITEM]

*Motion to approve* – Trustee Hart      Second – Trustee Knutson      Vote – all in favor



Trustees

Megan Larsen – Chair

Jeff Kohler – Vice Chair

Laura Knutson - Treasurer

Destinie Hart – Trustee

Josh Cummings - Trustee

iii) Business Liaison Librarian- [ACTION ITEM]

*Motion to approve* – Trustee Hart                      Second – Trustee Knutson                      Vote – all in favor

iv) Collection Development Librarian- [ACTION ITEM]

*Motion to approve* – Trustee Knutson                      Second – Trustee Hart                      Vote – all in favor

7) Salary Schedule [ACTION ITEM]

-Director Grove presented the new salary schedule, which has been updated for simplicity and the above roles

*Motion to approve* – Trustee Cumming                      Second – Trustee Hart                      Vote – all in favor

8) Policy Reviews

a) Public Comment Policy- NEW [ACTION ITEM]

-Director Grove presented the new public comment policy and explained it is still under legal review. Trustees expressed a desire to wait for legal review to come back before approving the policy. Trustee Cummings asked if there should be language added that would restrict public comment to only topics on the agenda. Trustee Kohler said he would be okay with a more open policy that would allow visitors to bring up important topics not on the agenda. Chair Larsen agreed.

*Motion to table to future meeting after legal review* – Trustee Cummings

Second – Trustee Knutson                      Vote – all in favor

b) Collection Development Policy REVISED [ACTION ITEM]

-Director Grove explained this policy has been in the works for some time and now includes updated language, format, and the board's request that the Request for Reconsideration form include an option for a patron to request material be moved to a different location in the library. Trustee Kohler asked if there was any way to reduce the current average turnaround time of 60 days for requests for reconsideration. Director Grove said there could be ways, but he would hesitate to promise patrons any timeline shorter than 60 days. Trustees agreed some parts of the language felt clunky and Chair Larsen said she would recommend against making hasty changes without legal review.

*Motion to table to a future meeting* – Trustee Hart                      Second – Trustee Kohler

Vote – all in favor

Trustees

Megan Larsen – Chair

Jeff Kohler – Vice Chair

Laura Knutson - Treasurer

Destinie Hart – Trustee

Josh Cummings - Trustee

**9. Facility Comprehensive Plan and Strategic Plan proposals [DISCUSSION ITEM]**

-Facility plans are 10 years-strategy plans are 5 year-will need legal review because of the cost-would potentially need to do an RFP. Director Grove explained that MLD cannot commit to much at this point but is open to input from the board on this matter. Trustee Cummings said that while he understands the outcome of the proposed plan could be beneficial, it is a lot of money to spend only to learn things that MLD might already know. Director Grove explained that MLD has done these studies in the past and while he does not recommend using an outside consultant every time, using one occasionally can be beneficial because of the expertise and the hundreds of hours of manpower that cannot be fully duplicated internally. Chair Larsen said that while the process is expensive and MLD needs to save money for South Branch, bringing in outside consultants was helpful for the Orchard Park project and anticipating community needs will be key to future development. Trustees agreed that an RFP would be beneficial.

**10. Executive Session [ACTION ITEM]**

1. Pursuant to [Idaho Code §74-206 \(1\)](#)

1. (c) To acquire an interest in real property not owned by a public agency;

1. Topic: South Branch proposal

2. Admin office building

Roll call to adjourn to executive session:

Trustee Larsen – yes

Trustee Kohler – yes

Trustee Knutson – yes

Trustee Hart – yes

Trustee Cummings – yes

Time in executive session: 8:05

Time returning to regular session: 8:51

**11. Rental Agreement for Admin office building [ACTION ITEM]**

-The Letter of Intent

*Motion to approve* – Jeff      Second –Destinie

Vote – all in favor

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

-Chair Larsen asked for further discussion regarding plans for South Branch and the tabled items to be on the next agenda. Trustee Cummings also asked for discussions to begin regarding the Spanish Sun property.

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# Library Board Trustee Meeting Minutes

October 13, 2023

## Trustees

Megan Larsen – Chair

Jeff Kohler – Vice Chair

Laura Knutson - Treasurer

Destinie Hart – Trustee

Josh Cummings - Trustee

Meeting adjourned: 8:53 pm

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

RESPECTFULLY SUBMITTED AND APPROVED

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

Nick Grove, Director

A handwritten signature in black ink, appearing to read 'Megan Larsen', written over a horizontal line.

Megan Larsen, Board Chair