



# Library Board Trustee Meeting Minutes

May 15, 2024

## Trustees

Megan Larsen – Chair

Jeff Kohler – Vice Chair

Laura Knutson - Treasurer

Destinie Hart – Trustee

Josh Cummings - Trustee

Meridian Cherry Lane Library  
1326 Cherry Lane  
Meridian, ID 83642  
*Conference Room*

## Regular Session

Trustees present: Megan Larsen, Laura Knutson, Josh Cummings, Jeff Kohler

Trustees absent: Destinie Hart

Staff present:

Nick Grove, Library Director; Dan P., Executive Assistant; Holly D., Administrative Assistant; Ema B., Finance & Accounting Manager; Vassil I., AD of Branches; Audra G., Strategic Initiative Manager; Natalia G., Marketing Manager

Meeting called to order by Trustee Larsen at 7:00pm

### AGENDA ITEMS

#### 1) Public Comment

-no comments

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

a) Regular Meeting Minutes, April 17, 2024

b) Policies

i) Room Reservation

ii) Public Records

c) Job Descriptions

i) unbound Library Assistant

ii) Library Assistant

iii) Resource Specialist

*Motion to approve: Trustee Knutson*

*Second: Trustee Cummings Vote: All in favor*

#### 3) Financials [ACTION ITEM]

a) Approval of February Financial Reports

b) Disbursement approvals

*Motion to approve: Trustee Kohler*

*Second: Trustee Knutson*

*Vote: All in favor*

Trustees

Megan Larsen – Chair

Jeff Kohler – Vice Chair

Laura Knutson - Treasurer

Destinie Hart – Trustee

Josh Cummings - Trustee

**4) Staff Presentations**

- a) Audra G. and Natalia G.
  - i) Centennial Celebration

**5) Director Updates**

- a) Director's monthly report
  - i) Director Grove presented the monthly recap stats, including 87 applications reviewed and nine new hires. The Meridian Library Foundation hosted the Night with the Artists fundraiser. It raised over \$11,000 for youth books. A deep dive into April's circulation stats showed that kids books are checked out the most. As summer progresses, those numbers are expected to grow even more. With the additions of Orchard Park and Pinnacle, the District officially has over 200,000 items in its physical collection.
  - ii) Trustee Cummings asked if there was an update for the signage at Orchard Park. Director Grove said the District is currently looking at options for signage. The Idaho Transportation Department will not allow signs on a state highway (Chinden), but there is discussion about a larger sign visible from the road and smaller signs on Linder. With signage needed at unBound and Pinnacle, as well, Director Grove said he hopes that those signs will all have similar looks. Chair Larsen acknowledged 100,000 checkouts in April, and she asked if construction near unBound has impacted patron usage. Director Grove says it has some, but the staff there work hard to deliver quality programs and bring in patrons, even with the construction going on in the area.

**6) Late Open on June 28<sup>th</sup> [ACTION ITEM]**

- a) With the effective date of HB710 being July 1, the District would like to open late on June 28 for staff training, pending board approval.

*Motion to approve: Trustee Knutson*

*Second: Trustee Cummings Vote: All in favor*

**7) Job Descriptions [ACTION ITEM]**

- a) Recruitment Coordinator
  - i) Chair Larsen asked that a typo in the first sentence be fixed

*Motion to approve with the minor error: Trustee Knutson*

*Second: Trustee Kohler*

*Vote: All in favor*

- b) Digitization Specialist

*Motion to approve: Trustee Knutson*

*Second: Trustee Kohler*

*Vote: All in favor*

Trustees

Megan Larsen – Chair

Jeff Kohler – Vice Chair

Laura Knutson - Treasurer

Destinie Hart – Trustee

Josh Cummings - Trustee

## 8) Policy Reviews

### a) Service Charge & Fees Policy [ACTION ITEM]

i) Chair Larsen asked that a typo in a footnote be corrected.

*Motion to approve with the correction in the footnote: Trustee Knutson*

*Second: Trustee Kohler*

*Vote: All in favor*

## 9) Executive Session [ACTION ITEM]

Idaho Code §74-206 (1)(f)

(f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement;

*Roll call vote: Trustee Cummings: Yes*

*Trustee Knutson: Yes*

*Trustee Kohler: Yes*

*Trustee Larsen: Yes*

*Executive session began: 7:40pm*

*Executive Session ended: 8:51pm*

## 10) Future agenda items [DISCUSSION ITEM]

a) Chair Larsen reminded the board that the annual meeting will take place next month in June.

b) Director Grove said there may need to be a special meeting in the coming months with MSR Design for the remodels taking place at the Cherry Lane branch.

c) Director Grove also asked that board members let him know if they are planning on attending the summer reading kickoff party next week so he can post the necessary information should there be a quorum in attendance.

Meeting adjourned: 8:56pm

The next regular Library Board Meeting is scheduled for 7:00 pm, June 26<sup>th</sup>, 2024

RESPECTFULLY SUBMITTED AND APPROVED