



**LIBRARY BOARD OF TRUSTEES
REGULAR MONTHLY MEETING MINUTES
11/17/2021**

The regular meeting of the Board of Trustees of the Meridian Library District was held on Wednesday, November 17, 2021. The meeting was held at the main library building located at 1326 W. Cherry Lane in the large conference room and streamed online.

<https://us02web.zoom.us/j/87616160530?pwd=T1Y2SnZVbE9lNHhwM3pjXN0cTFzQT09>

Or by phone: 1-669-900-6833 | Webinar ID: 876 1616 0530 | Passcode: 941947

TRUSTEES PRESENT; Megan Larsen, Chair; Jeff Kohler, Vice-Chair; Christina Hirsch, Treasurer; Laura Knutson, Trustee, (arrived 7:05); Tyler Ricks, Trustee ABSENT: None

LIBRARY STAFF PRESENT: Gretchen Caserotti, Library Director; Allison Maier; Communication Specialist; Dawn Cronk, Administrative Assistant

GUESTS: Dagmara Larsen, MSR Design

Chair Larsen called the meeting to order at 7:01 pm.

1. **Guest comments:** No comments received for this meeting.
2. **Consent Agenda:** Consent agenda items are considered to be routine and are acted on with one motion. [ACTION ITEM]
 - a. Regular Meeting Minutes, October 20, 2021Kohler made a MOTION to approve the Consent Agenda, Ricks seconded. All in favor, none opposed, MOTION carries.
3. **October 2021 Financial Reports Approval** [ACTION ITEM] Caserotti submitted the 1st month of the fiscal year reports. Ricks made a MOTION to approve the October 2021 Financial Reports, Hirsch seconded. All in favor, none opposed. MOTION carries.
4. **Library Director Report** - Caserotti and HR have done some phone screenings, and now have good candidates to interview for the Finance position. The Assistant Director position has been posted. Pam Geile (prior bookkeeper) will be coming in to help out until we get a new Finance Manager which we hope to hire over the holidays. Roberts and Hart are doing our billing.
5. **Employee and Public COVID Safety Protocol Metrics for Decision-Making Discussion** – Caserotti proposed simplifying operations and tying services & protocols to the CDC/CDH defined community transmission levels. We continue to be in the High transmission level in Ada County. This metric will make it very clear that whatever the stage we are in, the staff and public can know what to expect at the library.
6. **Approve Code of Conduct Policy Revision** [ACTION ITEM] - No proposed changes, just broader. #6 in the policy revision points to the addendum next on the agenda. No MOTION.
7. **Approve Code of Conduct Addendum Revision** [ACTION ITEM] - Proposed change to add masks required when in High and Substantial levels of community spread. Hirsch made a

MOTION to approve the Code of Conduct Addendum Revision, Kohler seconded. 4 yes votes, 1 no vote. MOTION carries.

8. **Approve New COVID Operations Plan** [ACTION ITEM] Caserotti prepared simplified table aligning library services to community spread levels. Identified the primary areas of interest such as requiring masks, programs, and home delivery/curbside. Can be put on the website, easy to follow & clear for all. Kohler made a MOTION to approve the New COVID Operations Plan, Knutson seconded. 4 yes votes, 1 no vote. MOTION carries.
9. **Approve Updated COVID Vaccine Incentive Program** [ACTION ITEM] – Booster doses starting to become available and encouraged, proposal to add this dose to the vaccine incentive program offering a paid day off with proof of dose from employees. Hirsch made a MOTION to approve the Updated COVID Vaccine Incentive Program, Kohler seconded. All in favor, none opposed. MOTION carries.
10. **Approve Floating Holiday for Library Employees** [ACTION ITEM] – Larsen proposed in recognition of the hard work and challenging environment, MLD offer all employees one floating holiday to be used in this fiscal year. Hirsch made a MOTION to approve the Floating Holiday for Library Employees in FY 21-22, Ricks seconded. All in favor, none opposed. MOTION carries.
11. **Approve Employee Handbook Revision** [ACTION ITEM] – Proposed changes to the accrual tables, some editing but no substantial changes. Still requires formatting clean up. Ricks made a MOTION to approve the Employee Handbook Revision, Knutson seconded. All in favor, none opposed. MOTION carries.
12. **Approve Support Services Manager Job Description** (revised Technology Services Manager) [ACTION ITEM] – With Cheri Rendler's upcoming retirement, proposal to reorganize support service staff to report to Jason Su. This job description would replace his current. Rendler retires in December. Knutson made a MOTION to approve the Support Services Manager Job Description, Ricks seconded. All in favor, none opposed. MOTION carries.
13. **Approve Salary Schedule Update** [ACTION ITEM] – Updates to job titles only. Ricks made a MOTION to approve the Salary Schedule Update, Hirsch seconded. All in favor, none opposed. MOTION carries.
14. **Approve Master Interagency Governmental Agreement for Waiver of Costs and Fees with City of Meridian** [ACTION ITEM] – Caserotti coordinated with City staff. For each capital project, MLD may submit a task order at the staff level once agreement is approved. Ricks made a MOTION to approve the Master Interagency Governmental Agreement for Waiver of Costs and Fees with the City of Meridian, seconded by Hirsch. All in favor, none opposed. MOTION carries.
15. **Approve Memorandum of Understanding with Brighton Corporation** [ACTION ITEM] - The draft was in the board packet. MOU is a precursor to the land donation. Knutson made a MOTION to approve the Memorandum of Understanding with Brighton Corporation, and conditionally approve authorizing Larsen to sign the MOU. Hirsch seconded. All in favor, none opposed. MOTION carries.
16. **Approve Orchard Park Lease Amendment** [ACTION ITEM] – Material change suggested by attorney from prior conditional approval. Make the amendment permanent and only the site plan change conditional. This way the Responsibility Matrix would become official, not

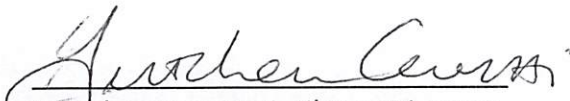
conditional. Hirsch made a MOTION to approve the Orchard Park Lease Amendment, Ricks seconded. All in favor, none opposed. MOTION carries.

17. **Approve Updated MSR Scope of Work 006; Linder Village/Orchard Park Design** [ACTION ITEM] - Tabled. Dagmara Larsen provided an update on the project. With concerns about the budget due to developer delays, supply chain & construction costs, MSR would like to wait to submit a revised scope of work. The current already expired with the project now 18 months behind. Once the project goes to bid, we will have a current estimate and how much work MSR will need to do in value engineering stage will be clearer. Then they will provide an updated scope. No action taken.
18. **Approve MSR Scope of Work 008; South Branch Design** [ACTION ITEM] – Tabled. MSR continues to work through design issues with Brighton, has slowed progress. MSR has finished pre-design work but not close enough to have finished scope for this meeting. Next is coordinating with engineers & get updated cost-estimates. This budget was based off Orchard Park so anticipating we'll need about 7% escalation. No action taken.
19. **Future Agenda Items** Chair Larsen is arranging an intellectual freedom training for the board related to the Collection Development policy & material challenges. Continued capital project updates for Orchard Park & South Branch.

Chair Larsen adjourned the meeting at 8:02 pm

The next regular meeting is scheduled for 7:00 p.m., Wednesday, December 15, 2021.

RESPECTFULLY SUBMITTED AND APPROVED


Gretchen Caserotti, Library Director


Megan Larsen, Board Chair