



**LIBRARY BOARD OF TRUSTEES
REGULAR MONTHLY MEETING MINUTES
12/15/2021**

The regular meeting of the Board of Trustees of the Meridian Library District was held at 7:00 p.m. on Wednesday, December 15, 2021. The meeting was held at the main library building located at 1326 W. Cherry Lane in the large conference room and streamed online.

WEBEX MEETING

<https://meridianlibrary.my.webex.com/meridianlibrary.my/j.php?MTID=m52d2cdd5b061978b5d7d8a491e7f98b9> Meeting number: 2650 932 4289 | Password: nS6PJwUkw38 (67675985 from video systems)

Join by a video system

Dial 26509324289@webex.com

You can also dial 210.4.202.4 and enter your meeting number.

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Access code: 265 093 24289

TRUSTEES PRESENT; Megan Larsen, Chair; Jeff Kohler, Vice-Chair; Tyler Ricks, Trustee; Laura Knutson, Trustee, (virtual); **ABSENT:** Christina Hirsch, Treasurer

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

GUESTS: Peter Bromberg, Bromberg Consulting, LLC

Chair Larsen called the meeting to order at 7:00 pm.

MEETING AGENDA:

1. **Guest comments:** No comments.
2. **Consent Agenda:** Consent agenda items are considered to be routine and are acted on with one motion. [ACTION ITEM]
 - a. Regular Meeting Minutes, November 17, 2021
 - b. Corrected Employee Handbook

Kohler made a MOTION to approve the Consent Agenda, Ricks seconded. All in favor, none opposed. MOTION carries.

3. **November 2021 Financial Reports Approval** [ACTION ITEM] Caserotti is working with Pam Geile (our previous bookkeeper) and Roberts Harts CPAs to get bills paid etc. until we have a new Finance Manager hired. Ricks made a MOTION to approve the November 2021 Financial Reports, Kohler seconded. All in favor, none opposed. MOTION carries.
4. **Library Director Report** – Financials are looking good. Capital projects are on track. HR and Caserotti are working on filling vacancies. The tour of unBound by Governor Little was very positive. Cheri Rendler's 13 years at MLD are over as she retired this month. She had 26 years working in public

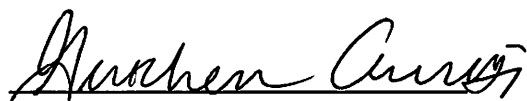
libraries combined. We had a soft opening of the library app, can self-check on smartphones even request the curbside pickup. There's been some housekeeping during the slow time of year with purging old cards and records. unBound is offering customizable holiday gifts.

5. **Capital Projects Update** – Orchard Park bids have gone out. Addendum – bids, contract with MSR will be in January. We are on schedule for an October opening as of now. FFE package – want to leverage to piggyback with companies within the next month. S. Branch paperwork is done, still working out the details. Updating website.
6. **Approve Systems Administrator Job Description** (replaces District Technology Support Specialist) [ACTION ITEM] Muhammad is taking on more of Jason's duties and now has a new job description to go with the additional duties. Ricks made a MOTION to approve the Systems Administrator Job Description, Kohler seconded. All in favor, none opposed. MOTION carries.
7. **Approve Salary Schedule Update** [ACTION ITEM] Ricks made a MOTION to approve the Salary Schedule Update as it is written, Kohler seconded. All in favor, none opposed. MOTION carries.
8. **Approve Revised Internet Use Policy** [ACTION ITEM] Our attorney has reviewed. Ricks made a MOTION to approve the revised Internet Use Policy, Kohler seconded. All in favor, none opposed. MOTION carries.
9. **Board Training: Intellectual Freedom Policies** - Peter Bromberg, Bromberg Consulting, LLC. Peter conducted Board training on citizen First Amendment rights, intellectual freedom principles, censorship, collection development policies, book challenges and and the role of the Board. Trustees reviewed MLD's Collection Development policy, schedule for revision in January.
10. **Future Agenda Items** – 1st Amendment issues continued with limited public forum related policies. Trustee request to reconsider mask mandate. Trustee request to discuss capital projects. Director request to reconsider public comment procedures.

Chair Larsen adjourned the meeting at 8:31 pm

The next regular meeting is scheduled for 7:00 p.m., Wednesday, January 19, 2022.

RESPECTFULLY SUBMITTED AND APPROVED


Gretchen Caserotti, Library Director


Megan Larsen, Board Chair