

Library Board Trustee Meeting Minutes

April 19th, 2023

Trustees

Megan Larsen
Chair

Jeff Kohler
Vice Chair

Laura Knutson
Treasurer

Destinie Hart
Trustee

Josh Cummings
Trustee

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

Regular Session

All trustees were present

Staff present: Nick Grove, Library Director; Trisha M., Assistant Director; Ema B., Accounting & Finance Manager; Muhammad A., Systems Administrator; Dan P., Executive Assistant; Jennifer G., Communication & Marketing Manager

The meeting was recorded on Zoom at:

<https://us02web.zoom.us/j/85498750748?pwd=aGZETVd1czEwWlhIZTJBS1NIWnR5UT09>
Meeting ID: 854 9875 0748 Passcode: 8884451

Recording available at:

<https://www.youtube.com/@MeridianLibraryDistrict>

Meeting called to order by Megan at 7:00pm

AGENDA ITEMS

1. Consent Agenda [ACTION]

Move to accept as presented

Motion: Josh **2nd:** Destinie **Vote:** all in favor

2. Financial Reports [ACTION]

- Unique Services (service charges that are used to collect material that have not been returned) are under professional services client (other)
- Lynx Consortium is the organization that coordinates sharing materials between libraries. There are several levels of membership
- Hailey Library left the Lynx Consortium because they are going to be working with the libraries that are in a much closer proximity to them.

Move to accept as presented

Motion: Destinie **2nd:** Josh **Vote:** All in favor

3. Budget hearing date for FY2024 budget memorandum [ACTION ITEM]

- postponed to agenda item 5

4. Approve Update LGIP Contact List [ACTION ITEM]

- Bank account update

Move to accept as presented

Motion: Laura **2nd:** Josh **Vote:** All in favor

5. Budget hearing date for FY2024 budget [ACTION ITEM]

- submit the date to the county – August 16nd, 2023 - prior to regular meeting

Move to accept as presented

Motion: Josh **2nd:** Destinie **Vote:** All in favor

6. Presentation from Summer Reading Program

- a. Youth Services Librarian Gabby and Community Librarian Whitney
 - The summer reading program is growing and will include new ways of outreach and also the availability of resources in multiple languages

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7. Directors Report

- Bonfire campaign has raised \$90,000 so far, thanks to the Foundation.
- Stats are appreciated and not going with the trends of the nation.
- Room usage reported was specifically for public not staff.
- MLD does use volunteers for many of the programs and service that are provided by the library. Volunteers are not as in high demand for the summer programs, but MLD is developing ways to include volunteers.
- MLD is looking at developing new resources for hiring this summer. The lower hour positions have a high turnover rate.
- Nick Grove was a panelist at a Library Alliance Group conference in Coeur D'Alene. Nick spoke about the role of a library board and how boards work with the staff and community of the library. Hosted by the DART group. Nick will be seeing how the information can be used in the growth of MLD.

8. Job Descriptions

- a. Update and combine Associate Librarian and Community Specialist [ACTION ITEM]
 - o These jobs descriptions have always been very similar and had no need to make the distinction. Striving for the same terminology

Move to accept as presented

Motion: Josh

2nd: Laura

Vote: All in Favor

9. Policy Review

- All four policies have been reviewed by our legal counsel.
- a. **Service Charges [ACTION ITEM]**
 - o Inter library loans increased and MLD debt collector Unique raised their prices, policy reflects this change.
 - o New materials are being used at Unbound concerning the 3D printers.
 - o Notary services are available to the public for free. MLD's intends to eventually have 2 notaries on staff at each location.
 - o MLD will look at reducing the senior charges by investigating the process

Move to accept as presented

Motion: Josh

2nd: Jeff

Vote: All in Favor

b. **Gifts & Sponsorship [ACTION ITEM]**

- Donations to the history collection - this policy does not cover those donations, it is covered in the collection development policy

Move to accept as presented

Motion: Laura 2nd: Destinie Vote: All in Favor

c. **Meeting Room [ACTION ITEM]**

- MLD updated the cost of renting rooms
- Added Orchard Park rooms

Move to accept as presented

Motion: Josh 2nd: Destinie Vote: All in Favor

d. **MLD Handbook Addendum [ACTION ITEMS]**

- MLD policy update to specifically address COVID 19

Move to accept as presented

Motion: Josh 2nd: Destinie Vote: All in Favor

10. Orchard Park - Open Late on May 1st & Close Early on May 20, 2023 [ACTION ITEM]

- Grand opening of Orchard Park is May 1st. To accommodate the ceremony MLD will opening at 10am instead of 9am
- Meridian Library Foundation is requesting closing early on May 20th. To accommodate the Foundation's Gala, MLD will close at 4pm instead of 5pm

Move to approve time changes

Motion: Destinie 2nd: Jeff Vote: All in Favor

11. Lynx Library Consortium membership level update [ACTION ITEM]

- Taken care of in agenda item 2

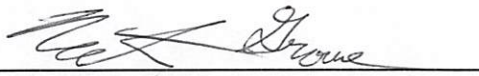
12. Future agenda items [DISCUSSION ITEM]

- Public comments will be considered in the future.
 - o Desire to hear the public
 - o Have a contingency plan in case of unruly behavior and disruptions
- Consider a co-meeting with the Board of Trustee and the District legislators

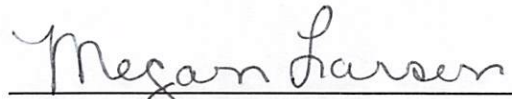
Meeting adjourned: 8:23pm

The next regular Library Board Meeting is scheduled for 7:00pm, May 17, 2023

RESPECTFULLY SUBMITTED AND APPROVED



Nick Grove, Director



Megan Larsen, Board Chair