

Library Board Trustee Meeting Minutes

August 16, 2023

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

Trustees

Megan Larsen
Chair

Jeff Kohler
Vice Chair

Laura Knutson
Treasurer

Destinie Hart
Trustee

Josh Cummings
Trustee

Regular Session

Trustees present: Megan L., Jeff K., Josh C., Destinie H.

Staff present: Nick Grove, Library Director; Trisha M., Assistant Director of Branches; Jason S., Assistant Director of Operations; Ema B., Accounting & Finance Manager; Dan P., Executive Assistant; Gabrielle S., Librarian

Recording available at:
<https://www.youtube.com/MeridianLibraryDistrict>

Meeting called to order by Megan at 6:48pm

Special Budget Session:

- Presentation of Proposed Amended FY 23 and Proposed FY 24 Budgets [DISCUSSION ITEM]
- Public comments-
 - Is the increase in personnel mainly because of Orchard Park?
 - Is the increase in operations because of Orchard Park?
 - Is the \$1.5 million in actual from the bond levy?
 - What is considered capital?
 - Did the district take the full 3% increase?
 - How much will the foregone increase taxpayers' cost?
 - Is there any foregone for capital or personnel, if so, how much has been take?
 - When does the levy expire?

End of special budget session – 7:10pm



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Regular Meeting Business:
Session began – 7:10pm

AGENDA ITEMS

1. Public Comments:

-no public comments

2. Consent Agenda: Consent agenda items are considered to be routine and are acted on with one motion. [ACTION ITEM]

- Regular Meeting Minutes, July 19, 2023
- Special Meeting Minutes, August 2, 2023
- Amendment to the 2023-2024 Regular Meeting Dates
- Job Descriptions
 - Executive Assistant
 - Assistant Director of Operations
 - Administrative Assistant

Motion to approve – Josh Second – Jeff Vote – All in favor

3. Approval of Financial Reports [ACTION ITEM]

- Approval of June 2023 Financial Reports
- Disbursement approvals

Motion to approve – Josh Second – Destinie Vote – All in favor

4. Budgets

- Approval of Amended FY23 Budget [ACTION ITEM]

Motion to approve – Josh Second – Destinie Vote – All in favor

- Approval of Proposed FY24 Budget [ACTION ITEM]

Motion to approve – Josh Second – Destinie Vote – All in favor

- Foregone Resolution [ACTION ITEM]

Motion to approve – Josh Second – Destinie Vote – All in favor

5. Director's Report

- Director's report is found online at mld.org/board-documents
- The 24 hour book pick up at Orchard Park is having logistical issues but is being worked on now. Once the contractor works out the bugs a small group will test and finalize the process before open to public.
- South Branch update
 - plat is approved
 - moving forward quickly
 - expecting a proposal for acquisition of South branch in Sept.
 - to open in fall of 2024
- Organizational Design
 - will be implemented on Oct 1, 2023

5. Job Descriptions

- o Material Service Manager [ACTION ITEM]
Motion to approve – Josh Second – Destinie Vote – All in favor

- o Strategic Initiative Manager [ACTION ITEM]
Motion to approve – Josh Second – Destinie Vote – All in favor

- o Branch Supervisor [ACTION ITEM]
Motion to approve – Josh Second – Destinie Vote – All in favor

- o Marketing Librarian [ACTION ITEM]
Motion to approve – Josh Second – Destinie Vote – All in favor

- o Youth Services Librarian [ACTION ITEM]
Motion to approve – Josh Second – Destinie Vote – All in favor

- o Community Librarian [ACTION ITEM]
Motion to approve – Josh Second – Destinie Vote – All in favor

- o Digital Services Librarian [ACTION ITEM]
Motion to approve – Josh Second – Destinie Vote – All in favor

7. Salary Schedule [ACTION ITEM]

Motion to approve – Josh Second – Destinie Vote – All in favor

- 2ND Motion to approved to publish on website – Josh
 - Amends motion to table until October meeting



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8. Hours of operation-

- Tiny library hours change, same number of hours (simply changed one hour later opening and closing), amend the dates from (9/1/2023 to 9/30/2023) to (9/1/2023 to 9/30/2024)

Motion to approve – Josh Second – Destinie Vote – All in favor

9. Future agenda items [DISCUSSION ITEM]

- South branch agreement
- Salary schedule on website
- Reconsideration form-research for update or change, hopefully ready in Sept or Oct
- Employee handbook is being reviewed

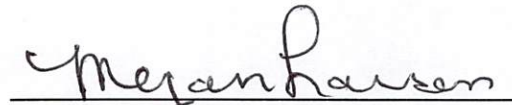
Meeting adjourned: 8:24pm

The next regular Library Board Meeting is scheduled for 7:00pm, September 20, 2023

RESPECTFULLY SUBMITTED AND APPROVED



Nick Grove, Director



Megan Larsen, Board Chair