



**LIBRARY BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
9/15/2021**

The regular meeting of the Board of Trustees of the Meridian Library District was held at 7:00 p.m. on Wednesday, September 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.

<https://us02web.zoom.us/j/87616160530?pwd=T1Y2SnZVbE9lNHBwM3picXN0cTFzQT09>

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

BOARD PRESENT: Megan Larsen, Chair; Jeff Kohler, Vice Chair; Christina Hirsch, Treasurer; Tyler Ricks, Trustee; ABSENT: Laura Knutson, Trustee

STAFF PRESENT: Gretchen Caserotti, Director (virtual); Allison Maier, Communications Manager; Jeanie Gerwig, Finance Manager

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

Agenda for the meeting follows: **Amended 9/13/21**

1. **Guest comments:** There were no emails, or online comments submitted.
2. **Consent Agenda:** Consent agenda items are considered to be routine & are acted on with one motion. [ACTION ITEM]
 - a. Special Meeting Minutes – Public Budget Hearing, August 18, 2021
 - b. Regular Meeting Minutes, August 18, 2021
 - c. Special Meeting Minutes, September 8, 2021

Hirsch made a MOTION to approve the Consent Agenda, Ricks seconded, all in favor, none opposed. MOTION carried.

3. **August 2021 Financial Reports Approval** [ACTION ITEM] MLD is tracking to be about \$500,000 underspent at the end of the year. Personnel is tracking underspent due to numerous vacancies. Collections working to purchase additional eContent, still have self-check purchases in Capital in September. Gerwig will have more information next month. Transferred Carry Over funds not used for unBound back to Capital Repair & Replacement fund, balance of \$5 million now, dedicated for Cherry Lane renovation in 2024. Ricks made a MOTION to approve the August Financial Reports, Hirsch seconded. All in favor, MOTION carried.
4. **Approve Annual Audit Letter of Engagement with Harris & Company** [ACTION ITEM] This is a standard engagement letter. Additional accounting with the Levy funds resulted in increased cost for services. Hirsch made a MOTION to approve the Annual Audit Letter of Engagement with Harris & Company, Ricks seconded. All in favor, none opposed, MOTION carried.
5. **Library Director Report** – Caserotti had nothing to add from departmental reports, no questions from Trustees.
6. **ICRMP Trustee Training Report** – Larsen & Ricks attended training that covered Open Meeting Law, Public Records & more legal & best practice guidance for library trustees. Caserotti can set up future trainings.

7. **Capital Projects Update** – No revised lease for Orchard Park yet, anticipating a draft shortly. Hope to have one next month. Photos & video being taken for producing a virtual groundbreaking. No updates on South Branch from what was covered at the 9/8 Special Meeting, more meetings scheduled.
8. **Approve Revised Orchard Park Lease** [ACTION ITEM] - Tabled.
9. **Employee and Public Safety Protocol Update & Discussion** - Caserotti prepared a document, COVID Operations & Policy Discussion, prior to the meeting using the Knowledge-Based Decision Making Framework. 3 options before the board; revise Code of Conduct (simplest), approve Code of Conduct Addendum (more detailed), or do nothing (take no action). Trustees established the stakeholders needs & wants first identifying who is considered a stakeholder. Hospitals pleading with the public to follow health safety guidelines as they are overcrowded. They discussed the current realities; the health care situation is in crisis mode having activated Crisis Standards of Care state-wide. Cases in Ada County have increased dramatically. Lots of people at the library, an indoor environment. MLD has a duty to provide a safe workplace for employees & desire to provide safe environment for all. Our area has lower vaccinated individuals compared to national numbers & paired with no masks, the transmission risks are greater. Public health guidance & research is clear on this. Caserotti's report included citations to credible scientific research and official health guidelines. Meridian has groups actively opposing masks & vaccines. With prior mask requirement, conflicts were frequent between staff & the public. Imposing again could be hard on staff even if safer. The strategic position of the organization is that making changes would be relatively easy mostly just signage & website updates, need a little time to prepare staff. Staff & volunteers are already required to wear masks. Caserotti presented possible methods for enforcement to limit conflict. If patrons won't wear masks, staff can inform them of other services available such as curbside or home delivery. If policy changes to requiring masks, Caserotti would not staff building entrances, just install signs & self-serve mask/sanitizing stands. Staff recommended service model is to limit contact with patrons, more self-serve model. Staff would be instructed not to initiate contact with unmasked patrons, but if they come up to a service desk, they will be asked to wear a mask. If the patron refuses, staff will have the right to refuse service. They can also mention alternative services & can get a supervisor to intervene. Proposed policy changes have been vetted by attorney. Ethical implications of decision: Trustees express concerns for staff safety both from COVID19 & from aggressive behavior by the public. Staff have documented abusive treatment from community members over the last 18 months over masks. 43 public comments were sent to the Board; 15 for masks requirements, 26 no masks, 2 no opinion. 52 Staff filled out safety survey; 29 support the mask requirements and 22 do not want to reinstate masks, many commenting afraid of being treated poorly by the public. Trustees reviewed scientific evidence that demonstrates masks help reduce transmission of airborne viruses and are most effective when everyone is wearing them. Also reviewed public health guidelines that state areas with high transmission are recommended to require masks indoors, no matter vaccination status. Trustees very concerned for staff, want to do the right thing but not endanger them or make their work even more difficult than it already is. In weighing the risks, *not* requiring them and science is true that masks reduce transmission, potential consequence is patron or employee could have severe or fatal case. Risk of requiring and they *don't* work, potential consequence is some people are upset at the inconvenience. If implemented, strategies would include making large signs for building entrances,

signs at all service desks, masks be made available at all entrances & service desks, make bookmarks with alternative services for easy distribution, prepare scripts/talking points for staff.

10. **Approve Code of Conduct Revision** [ACTION ITEM] - Add “refusal to wear masks” to prohibited behaviors. Hirsch made a MOTION to approve Code of Conduct Revision, Kohler seconded. 3 Yes, and 1 No. MOTION carried.
11. **Approve Code of Conduct Addendum** [ACTION ITEM] – Policy addendum outlines more detail about expectations and enforcement, states is temporary. Hirsch made a MOTION to approve the Code of Conduct Addendum, Kohler seconded. 3 Yes, 1 No. MOTION carried.
12. **Approve 2021-2022 Hours of Operation** [ACTION ITEM] - Usually comes in November, by moving it to September it aligns with the winter hours for the State Report. Would be effective October 1. Anticipating an increase in staff absences this fall & winter as well as high turnover and difficulties recruiting. Can reassess in spring. Kohler made a MOTION to approve the 2021-2022 Hours of Operation, Ricks seconded. All in favor, none opposed, MOTION carried.
13. **Approve 2022 Holiday Closures** [ACTION ITEM] – Adds new federal holiday Juneteenth (June 19) without taking away a holiday. City of Meridian and State of Idaho have added Juneteenth as well as local libraries. Ricks made a MOTION to approve 2022 Holiday Closures, Hirsch seconded. All in favor, none opposed. MOTION carried.
14. **Equity Adjustments Discussion** - If approved, it will be initiated in October in the new payroll & timekeeping system. Equity adjustments were included in the FY22 budget. Equity adjustments are evaluated by position, using length of service in the position. Rates evaluated with other libraries in area & Idaho by consultant. Consultant recommended overall 4% increase in the entire schedule/table. The Program Specialist title recommended to be replaced with Associate Librarian title. New job description for Associate Librarian on agenda next.
15. **Approve Revised Salary Schedule** [ACTION ITEM] – Kohler made a MOTION to approve the Revised Salary Schedule as presented, Hirsch seconded. All in favor, none opposed. MOTION carried.
16. **Approve New Associate Librarian Job Description** [ACTION ITEM] The Program Specialist position will be replaced with Associate Librarian Job Description. Kohler made a MOTION to approve the Associate Librarian Job Description. Ricks seconded. All in favor, none opposed, MOTION carried.
17. **Future Agenda Items** - Orchard Park Lease, Capital Project, masks/pandemic operations, staff presentation on Home Delivery, employee handbook revision.

Chair Larsen adjourned the meeting at 8:14 pm

The next regular meeting is scheduled for 7:00 p.m., Wednesday, October 20, 2021.

RESPECTFULLY SUBMITTED AND APPROVED

Gretchen Caserotti, Library Director

Megan Larsen, Board Chair