



LIBRARY BOARD OF TRUSTEES REGULAR MONTHLY MEETING MINUTES 2/16/2022

The regular meeting of the Board of Trustees of the Meridian Library District was held at 7:00 p.m. on Wednesday, February 16, 2022. 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://bit.ly/3sy3OvG> --**MEETING LINK UPDATED 2/14/22**
<https://meridianlibrary.my.webex.com/meridianlibrary.my/j.php?MTID=mdbc367ec95d6035505493e34d1e51a>

By Phone +1-650-215-5228

Meeting number (access code): 2651 867 8651

Meeting password: 12345678

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

LIBRARY STAFF PRESENT: Gretchen Caserotti, Library Director (virtual); Nick Grove, Assistant Director; Caren Massari (virtual)

CHAIR LARSEN CALLED MEETING TO ORDER AT 7:03 p.m.

MEETING AGENDA:

1. **Guest comments:** Public comments were limited to 15 minutes total, 3 minutes per speaker, due to the full agenda. Guests were also invited to submit comments to the board in writing. Seven individuals provided comments of varying topics including objecting to mask requirements, concerns about the content of some materials in the library's collection, and one comment of appreciation to the library.
2. **Consent Agenda:** Consent Agenda items are considered routine and are acted on with one motion. [ACTION ITEM]
 - a. Regular Meeting Minutes January 19, 2022
 - b. Collection Development Policy Revision
 - c. Finance Manager Job Description Revision

MOTION to approve the Consent Agenda made by Kohler, seconded by Hirsch. All in favor, none opposed. MOTION carried.

3. **Library Director Report** Library operating as planned, seeing uptick in library use including a surprising increase of almost 400 new library cards added in January, highest monthly increase in quite some time, usually averages about 200. Circulation of both digital & physical materials is up. Getting Nick Grove onboarded as Assistant Director, Caren is off and running as Finance Manager. Orchard Park press event planned to announce the \$250,000 Sunderland Foundation grant. Trustee will be invited for tours in March when we take possession for the Tenant Improvements. Trustee noted the aging vehicle comments in the Support Services report. Staff presentation on the subject planned for March meeting.

4. **January 2022 Financial Reports Approval** [ACTION ITEM] – Trustees are invited to suggest or request changes to the monthly reports. MOTION to approve made by Hirsch, seconded by Knutson. All in favor, none opposed. MOTION Carried.
5. **Executive Session: Pursuant to Idaho Code §74-206 (1)(b) & (f)** the Board shall retire into Executive Session to to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student and to communicate with legal counsel regarding pending/imminently-likely litigation [ACTION ITEM] - MOTION to enter Executive Session: Larsen YES, Kohler YES, Hirsch YES, Ricks YES, Knutson YES. Trustees entered at 7:32 p.m. Trustees exited Executive Session at 7:55 p.m.
6. **Social Media Policy and Free Speech Discussion:** Allison Maier, Communications and Marketing Manager shared plans for providing training to the board and legal consulting on MLD's Social Media Policy and Employee Handbook in the coming month.
7. **Discuss and Approve Meeting Room Policy Revision** [ACTION ITEM] – Proposed revisions to the policy incorporate input from Trustee training and discussion in the January meeting. Attorneys have reviewed and advised on this draft. MOTION to approve made by Knutson, seconded by Hirsch. All in favor, none opposed. MOTION carried.
8. **Approve Memorandum of Agreement with City of Meridian for Mural at unBound** [ACTION ITEM] – Working with the City to use Public Art funding to install a mural on the alley-side wall of unBound. No cost to MLD, would need to arrange waiver and photo permission directly with artist. MOTION to approve made by Hirsch, seconded by Knutson. All in favor, none opposed. MOTION carried.
9. **Capital Projects Update** – Caserotti had no additional updates outside of agenda items.
10. **Orchard Park Tenant Improvements Project Budget Discussion** – Caserotti presented an updated project budget reflecting the recent construction bid response totals, fee waivers, and fundraising. Construction costs increases, and so did fundraising. FY22 operations budget included \$400,000 to the project. Due to pandemic impacts, can reallocate additional funding in an amended operations budget. The project budget is balanced.
11. **Approve Revised MSR Service Order ~~007~~ 006 (Orchard Park)** [ACTION ITEM] Chair Larsen noted the correct Service Order number is revised 006, the document included in Trustee packets. Due to developer delays and changes to site plan, MSR has performed additional work on the project and the existing contract expired in 2021. This revised order is \$38,750 higher than original budget and that increase was included in the updated project budget just presented. MOTION to approve made by Hirsch, seconded by Kohler. All in favor, none opposed. MOTION carried.
12. **Accept Construction Re-Bids for Orchard Park Tenant Improvements** [ACTION ITEM] – CM Company provided a letter summarizing the results of the re-bids. It had the favorable results we had hoped for. Travis Porter attended the public opening of the bids. MOTION to approve made by Knutson, seconded by Ricks. All in favor, none opposed. MOTION carried.
13. **South Branch Project Budget & Financing Discussion** – Cost-estimate was provided by CM Company and construction costs exceptionally high as feared in current market. Estimate includes expenses for courtyard which would be shared with developer, but puts the project outside of available funds. Trustees have confidence in MSR and CM Company and would like to see the team explore design and material options to bring the project back into budget.

Foundation launching an ambitious capital campaign, but no firm revenue number committed to yet for this project. The courtyard and parking lot expenses would be difficult to fit into parameters of COP financing rules.

14. **Approve MSR Service Order 008 (South Meridian Branch)** [ACTION ITEM] – MSR had contract for pre-design work (service order 007) proposed scope 008 is for the design and engineering for the project. Trustees concerned about proceeding with the project not in budget. TABLED. No action taken.
15. **Approved Updated Authorized Signers for MLD US Bank Account** [ACTION ITEM] – Need to add new Finance Manager to account. MOTION to authorize the following as authorized signers on the US Bank checking account: Board Chair, Megan Larsen, Treasurer Christina Hirsch, Director Gretchen Caserotti, and Finance Manager Caren Massari. MOTION made by Ricks, seconded by Kohler. All in favor, none opposed. MOTION carried.
16. **Public Comment Procedures Discussion** – Trustees invited to test the draft version of a new public comment form that allows for easier administration of the written comments.
17. **Future Agenda Items** – Will coordinate a training with digital media specialist attorney and discuss social media policies. Continue to monitor public health guidelines and any possible changes made by CDC. Staff presentation on aging library fleet vehicles. May need a special meeting on South Branch project.

MEETING ADJOURNED AT 9:00 p.m.

The next regular meeting is scheduled for 7:00 p.m., Wednesday, March 16, 2022.

RESPECTFULLY SUBMITTED AND APPROVED

Gretchen Caserotti, Library Director

Megan Larsen, Board Chair