



**LIBRARY BOARD OF TRUSTEES
REGULAR MONTHLY MEETING MINUTES
3/16/2022**

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

JOIN WEBEX MEETING

<https://meridianlibrary.my.webex.com/meridianlibrary.my/j.php?MTID=m25dc676297f52a56141eac73ced4a7da>

Meeting number (access code): 2650 410 6540 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; Nick Grove, Assistant Director; Caren Massari, Finance Manager (virtual)

GUESTS: Lisa McGrath, New Media Law

CHAIR LARSEN CALLED MEETING TO ORDER AT 7:00 p.m.

MEETING AGENDA:

1. **Guest Comments** – 16 guests in attendance. 2 offered comments arguing to restrict items in the library collection and offering a greeting to the board.

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

- a. Regular Meeting Minutes February 16, 2022
- b. Special Meeting Minutes March 4, 2022
- c. Employee Handbook Revision
- d. Employee Handbook COVID Addendum Revision

MOTION to approve the consent agenda was made by Trustee Hirsch, seconded by Trustee Kohler. All ayes, none opposed. MOTION carried.

3. **Board Training: First Amendment and Social Media Policies:** Lisa McGrath, New Media Law. Attorney specializing in digital media and the law conducted a training for the Trustees on the First Amendment, policies, and social media use by government entities including elected officials. She highlighted the difference between a public and a limited public forum. On a public forum free expression cannot be regulated whereas in a limited public forum, so long as clearly identified as such, speech can be reasonably regulated as long as remains viewpoint neutral. A policy needs to articulate where and how and be openly posted. Trustees are elected officials and are encouraged to create official social media accounts so as to keep personal accounts private as personal accounts that express public business in the role as a Trustee would be subject to Idaho's Public Records Act. Even personal email use can be subject to Public Records law if conducting official business. Include disclosures for policies & public records openly on official library accounts. Open Meeting Law applies to digital environment also including emails

and social media. Trustees are not permitted to discuss library business outside of an Open Meeting. The attorney will be working with the Communications and Marketing Manager to propose revisions to MLD's current social media policies for the public and employees, and will recommend creating one for the Board as elected officials.

4. **Library Director Report** - The Annual Public Budget Hearing will be noticed in our regular practice of hosting before the Regular Monthly Meeting in August. Director Caserotti has submitted to the county for Wednesday, August 17, 2022 at 6:45 p.m.. HR is working hard to fill vacancies so the library can offer a full slate of programs over the summer, currently short staffed with numerous vacancies. 300 new library cards were issued in February.

5. **February 2022 Financial Reports Approval** [ACTION ITEM] - Finance Manager Massari provided a summary of the library's financial position. Overall trending positive on revenue and under on expenses. Professional Services is over budget due to the unplanned outsourcing of accounting services while the Finance Manager position was vacant. FY23 budgeting is underway. Numerous small expenses on credit cards were in lieu of having a catered lunch at the Annual Staff Day, staff were offered a credit on GrubHub to have lunch delivered to their homes during the all day virtual training. Lunches and the raffle prizes are supported by the Friends of the Library. MOTION made by Trustee Kohler, seconded by Trustee Knutson. All ayes, none opposed. MOTION carried.

6. **Capital Projects Update** - Orchard Park is preparing final packages, FFE bids are back and the sign package is being prepared. Construction scheduled to start at the end of March.

7. **South Branch Project Budget & Financing Discussion** - Financial Advisor Michael Keith is no longer with Piper Sandler, now working with Eric Heringer. Stiefel has sent updated financing documents in the current market conditions. Rising interest rates against our locked repayment revenue (the dedicated plant levy) is resulting in fewer dollars available to the project, about \$282,000 less.

8. **Approve MSR Service Order 008 (South Meridian Branch)** [ACTION ITEM] - Letter from architect summarizes the status of work performed on the South Branch, even though project budget and land donation are stalled, architects have been preparing construction drawings for cost-estimating with CM Company. Under the Master AIA Agreement, MLD would not have to pay for work not performed if anything happened to the project. MOTION made by Trustee Knutson, seconded by Trustee Hirsch. All ayes, none opposed. MOTION carried.

9. **Approve Consensus 500.1 contract with CM Company** [ACTION ITEM] - This is the service order for Orchard Park construction and includes the Guaranteed Maximum Price previously approved by the Board. MOTION made by Trustee Hirsch, seconded by Trustee Knutson. All ayes, none opposed. MOTION carried.

10. **Executive Session: Pursuant to Idaho Code §74-206 (1)(b)** the Board shall retire into Executive Session 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 [ACTION ITEM] - MOTION to go into Executive Session made by Larsen at 7:56 p.m. Larsen – YES, Kohler – YES, Hirsch – YES, Ricks – YES, Knutson – YES. Trustees exited Executive Session at 8:09 p.m.

11. **Future Agenda Items** – Capital projects, South branch. Social Media & Display policies next for revisions.

MEETING ADJOURNED AT 8:12 p.m.

The next regular meeting is scheduled for 7:00 p.m., Wednesday, April 20, 2022.

RESPECTFULLY SUBMITTED AND APPROVED

Gretchen Caserotti, Library Director

Megan Larsen, Board Chair