



**LIBRARY BOARD OF TRUSTEES  
REGULAR MONTHLY MINUTES  
8/18/2021**

The regular meeting of the Board of Trustees of the Meridian Library District was held at 7:00 p.m. on Wednesday, August 18, 2021. The meeting was held at the main library building located at 1326 W. Cherry Lane in the large conference room and via Zoom.

<https://us02web.zoom.us/j/87616160530?pwd=T1Y2SnZVbE9lNHBBwM3pjcxN0cTFzQT09>

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

TRUSTEES PRESENT: Megan Larsen, Chair; Jeff Kohler, Vice Chair; Christina Hirsch, Treasurer; Tyler Ricks, Trustee; Laura Knutson, Trustee ABSENT: None

STAFF PRESENT: Gretchen Caserotti, Director; Jeanie Gerwig, Finance Manager; Allison Maier, Communications & Marketing Specialist

GUESTS: None

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

**Agenda:**

1. **Guest Comments:** None.
2. **Staff Presentation: Nick Grove, unBound Manager** - unBound opened April 16, to aid businesses and entrepreneurs. Strategic Goal 3.1 Community Needs: unBound 3-D printers for patrons who send their projects online. Strategic Goal 3.5 is technology milestones. Door counts increase monthly, in person events, hosting MDBA and Meridian Chamber of Commerce committee meetings. unBound is being utilized by local businesses to help build a business or have meetings. There are networking groups, LinkedIn classes, headshots, and equipment certification. Working on a child care provider program. Adding a large format print laser for engraving and etching.
3. **Consent Agenda:** [ACTION ITEM]
  - a. Regular Meeting Minutes, July 21, 2021
  - b. Special Meeting Minutes, August 3, 2021
  - c. Job Description Revisions: Materials Distribution Coordinator, Communications and Marketing Specialist.

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

4. **July 2021 Financial Reports Approval** [ACTION ITEM] - Ricks made a MOTION to approve the July 2021 Financial Reports, Hirsch seconded. All in favor, none opposed. MOTION carried.
5. **Appoint Board Clerk** [ACTION ITEM] - Knutson made a MOTION to appoint Caserotti to serve as Board Clerk until the next annual meeting June 15, 2022. Hirsch seconded. All in favor, none opposed, Motion carried.

6. **Library Director Report** – Losing more staff, continuing to try to recruit, COVID cases are rising again and masks are not being seen in the library. We need to retain service levels. Caserotti has talked with attorneys & police, building questions for staff to respond to patrons who disclose they have or were exposed to someone with COVID. Working on scripts, guidelines and protocols. Discussed strategies to respond to current conditions. Goal is to stay open, provide consistent services. But facing staffing shortages, tighter labor market, rising wages difficult to compete. Trustees requested put on agenda again in September and consider a Special Meeting if necessary.
7. **Approval of Amended FY21 Budget** [ACTION ITEM] - Ricks made a MOTION to approve the Amended FY21 Budget, Hirsch seconded. All in favor, none opposed, MOTION carries.
8. **Approval of FY22 Budget** [ACTION ITEM] - Ricks made a MOTION to approve the FY22 Budget, Knutson seconded. All in favor, none opposed, MOTION carries.
9. **Capital Projects Update**
  - a. **Orchard Park** – Caserotti gave suggestions from the board to the architects at the FF&E meeting today. We're proceeding with the mechanical and electrical plan. Reviewing power boxes for slab. There is another FF&E meeting next week. We've not heard from the Developers. We still need a revised lease to review.
  - b. **South Meridian Branch** – Goal to have site location agreed terms with developer and start to share information publicly in September.
10. **Approve Revised Orchard Park Lease** [ACTION ITEM] – Tabled.
11. **Future Agenda Items** – Orchard Park and South Branch. Masks requirements, winter hours, 2<sup>nd</sup> tier of equity adjustment. Audit engagement letter in September. Library Associate position change from Program Specialist. ICRMP Trustee training.

The meeting was adjourned at 8:01 pm. The next regular Library Board of Trustees meeting is scheduled for 7:00 p.m., Wednesday, September 15, 2021.

RESPECTFULLY SUBMITTED AND APPROVED

---

Gretchen Caserotti, Library Director

---

Megan Larsen, Chair