



**NOTICE OF LIBRARY BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
6/15/2022 amended 6/14/22**

The regular meeting of the Board of Trustees of the Meridian Library District was held at 7:00 p.m. on Wednesday, June 15, 2022. The meeting was held in person at the main library building located at 1326 W. Cherry Lane in the lobby and online with streaming available. June is the Annual Meeting of the Board of Trustees as per Idaho Code §33-2719.

JOIN WEBEX MEETING

<https://meridianlibrary.my.webex.com/meridianlibrary.my/j.php?MTID=m3a9ad46155a7d647c2862afa5ee26d50>

Meeting number (access code): 2650 729 0774 Meeting password: 12345678

JOIN BY PHONE +1-650-215-5228

TRUSTEES PRESENT: Megan Larsen, Chair; Jeff Kohler, Vice-Chair; Laura Knutson | **ABSENT:** Christina Hirsch, Trustee; Tyler Ricks, Trustee

LIBRARY STAFF PRESENT: Lisa Zeiter, Interim Director; Nick Grove, Assistant Director

GUESTS: 7 members of the community

Chair Larsen called the meeting to order at 7:00 p.m.

Meeting Agenda

Annual Meeting Business:

1. **Election of Officers:** [ACTION ITEM] Kohler moved to retain Knutson as Treasurer, Kohler moved to retain Larsen as Chair, and Knutson moved to retain Kohler as Vice-Chair. MOTION carries.
2. **Conflict of Interest form (all Trustees)** No changes, trustees signed the form
3. **Review Board Bylaws & Trustee Job Description** No changes
4. **Approve 2022-2023 Board Meeting Date Calendar** [ACTION ITEM] Kohler made a MOTION to approve the 2022-2023 Board Meeting Date Calendar, Knutson seconded. All in favor, none opposed, MOTION carries.

Regular Meeting Business:

5. **Strategic Plan Update Presentation:** Nick Grove touched on the 5 Goals on what we are doing to follow our motto of Keeping Doors Open. Summer reading, take-home kits, expanded work with several partners, working on the history center digitizing documents, and working on capital projects.
6. **Guest comments:** Individuals in person will be given three minutes to speak. Comments are not accepted via WebEx during the meeting. Comments may be submitted to the Board in writing. Written comments regarding an agenda item for a specific meeting date, must be received 24 hours in advance of the applicable meeting to allow for routing and board member review. Messages are shared with the full Board and included in the public record.

<https://www.mld.org/message-board-trustees> Terry Dennington was interested in the budget and when the budget hearing will be held.

7. **Consent Agenda:** Consent agenda items are considered to be routine and are acted on with one motion. There will be no separate discussion on these items unless a member of the library board requests an item to be removed from the Consent agenda for discussion. [ACTION ITEM] Chair Larsen asked that the Consent Agenda be amended and job descriptions be moved off Consent Agenda. Motion made by Knutson, second by Kohler to approve remaining consent items.
 - a. Regular Meeting Minutes, May 18, 2022
 - b. UNBOUND final Mural design
8. **Discuss and Approve Meridian Library District Access to Public Records Policy** [ACTION ITEM] Motion to approve with Idaho Code section added by Larsen, second by Koler. MOTION carries.
9. **Discuss and Approve Display Policy Revision** [ACTION ITEM] Nick revised the Display Policy to include wording staff displays B is new information Sec a. Public distinguish public & staff displays get right of fax talk table till July red line Revision.
10. **Approval May 2022 Financial Reports** [ACTION ITEM] May Financials - Roberts Hart is still working on our books. Haley sent an actual report. Laura recused herself. More journal entries are to come. Tabled until the July meeting when May and June reports should be done.
11. **Update names on bank accounts:** [ACTION ITEM] Kohler made a MOTION to remove Gretchen Caserotti and Christina Hirsh's names from all bank accounts and add Laura Knutson, Motion made by Koler and Knutson seconded. All in favor, none opposed, MOTION carries.
12. **South Branch Discussion** – On May 25th Brighton and MLD met as they both want to make this partnership work. They showed us a new plan, and we are comfortable with how it is. It's 12,000 square foot and has a coffee shop attached to it and a post office. It will have the same programming. MSR is working with the 6.6 million to build it. Piper Sandler and CM imagine costs may be more than expected. Brighton does the Core and shell. With the financials, Truxel will have to have the land transferred to be able to do the financial aspect deed restriction. Brighton would be the only company to build it.

Concerns:

 - a. Programming inside
 - b. The entrance is not clear
 - c. Lose the window we share with the coffee café – no sunlight

Next steps- Brighton brings MSR & CM to talk it all out on what needs to be addressed, and have a resolution within 90 days, and all of them commit to it. Next month Brighton and finances should be in line. Megan will reach out to them and get a meeting set.

13. Library Director Report

- a. **Summer Reading** – 2,015 books to subscribers
- b. **Library Director search** -Start phone interviews next week.
- c. **Orchard Park update** Orchard Park will need more power in the walls, looking at a March opening.
- d. **Silverstone** – Lease will expire 9/30/22
- e. **Main** – Leaking Pipes, the garage door is fixed, came in at \$8,000 instead of \$12,000.

14. Approval Job Descriptions:

- a. **Mobile Services Supervisor** (added duties) [ACTION ITEM] No red lines, Justine over book delivery & Baker and Michelle, propose exempt. Knutson made a MOTION to approve

the Mobile Services Supervisor, Kohler seconded. All in favor, none opposed. MOTION carries.

- b. **Communication and Marketing Coordinator** (new position) [ACTION ITEM] Tabled
- c. **Communication and Development Manager** (added duties) [ACTION ITEM]
Communication and marketing coordinator fundraising & resources – facebook, branding items & oversight. Tabled
- d. **Foundation Manager** (edits) New position, reports to Communication Manager, works on programs and outreach, planning coordination in the departments. Tabled
- e. **HR Manager** (title change and edits) Change of title Kohler made a MOTION to approve the HR Manager title change, Knutson seconded. All in favor, none opposed. Motion carries.
- f. **HR Coordinator** (edits) Kohler made a MOTION to approve the HR Coordinator title change, Knutson seconded. All in favor, none opposed. Motion carries.
- g. **HR Assistant** (temporary 200 hrs.) An assistant that extracts information from Checkmate (200 hours) and is a temporary manager.
- h. **Accounting Manager** – Rename the Accounting and Finance Manager. Knutson made a MOTION to approve Account and Finance Manager, Kohler seconded. All in favor, none opposed, MOTION carries.

15. **Declaration of Trustee vacancy** [ACTION ITEM] Hirsch's seat is vacant. We have 60 days to fill the seat. When we declare the vacancy we then have Ada County Clerk post the information on their website. We can receive applications and have 3 weeks to have special meetings to discuss potential candidates. Lisa will post on the website tomorrow and accept applications until July 15th. The Board will meet on July 20th to interview and score the candidates, then call a special meeting on August 3rd. Knutson made a MOTION to approve the Declaration of Trustee vacancy, Kohler seconded. MOTION carries.

Motion was made by Knutson, second by Jeff Kohler to set August 3rd @ 7:00 pm for trustee candidate interviews. Applications will be accepted until July 22nd.

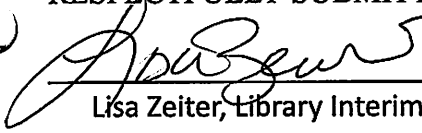
16. **Executive Session:** Pursuant to Idaho Code § 74-206 (1) (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student [ACTION ITEM] - MOTION to go into Executive Session made by Larsen at 9:09 p.m. Larsen - YES, Kohler - YES, Knutson - YES. Trustees exited Executive Session at 9:25 p.m

17. **Future Agenda Items** HR new positions. Board vacancies.

MEETING ADJOURNED AT 9:25 p.m.

The next regular meeting is scheduled for 7:00 p.m., Wednesday, June 15, 2022.

RESPECTFULLY SUBMITTED AND APPROVED



Lisa Zeiter, Library Interim Director



Megan Larsen, Board Chair