Library Board Trustee Meeting Minutes
June 21st, 2023

Meridian Cherry Lane Library
1326 W. Cherry Lane
Meridian, ID 83646
Large Conference Room

Regular Session

Trustees present: Megan Larsen; Jeff Kohler; Destinie Hart; Josh Cummings

Staff present: Nick Grove, Library Director; Trisha M., Assistant Director; Ema B., Accounting & Finance Manager; Dan P., Executive Assistant

Recording available at:
https://www.youtube.com/MeridianLibraryDistrict

Meeting called to order by Megan at 7:00pm

AGENDA ITEMS

Officer – Swearing in of the newly elected Trustees
- Josh Cummins & Destinie Hart

Nominations:
Chair: Jeff nominated Megan  Second - Destinie  Vote - All in favor
Vice chair: Josh nominated Jeff  Second – Laura  Vote - All in favor

Review of Board bylaws –
-No discussion

Motion to approve – Josh  Second – Laura  Vote - All in favor

Review of Trustee Job Description
-No discussion

Motion to approve – Laura  Second – Destinie  Vote - All I favor
Establishing Regular Meeting Announcements
-No discussion
Motion to approve – Jeff Second – Laura Vote - All in favor

1. Public Comments –
-no public comments

2. Consent Agenda: Consent agenda items are considered to be routine and are acted on with one motion. [ACTION ITEM]
   a. Regular Meeting Minutes, May 17, 2023
Motion to approve – Destinie Second – Laura Vote – All in favor

3. Approval of Financial Reports [ACTION ITEM]
   a. Approval of Financial Reports
   -no discussion
Motion to approve – Jeff Second - Destinie Vote - All in favor

   b. Disbursement approvals
   -no discussion
Motion to approve – Larua Second – Josh Vote – All in favor

4. Orchard Park Capital Expenditure Memorandum [ACTION ITEM]
   -The Orchard Park branch project has exceeded Ti improvements, the CM Company budget was exceeded but the overall budget is under, less than .01% overage.
   -There were significant challenges on coordinating materials and labor
   -MLD is still awaiting materials but nearing closing out the project
Motion to approve - Josh Second - Laura Vote – All in favor
5. FY22 Audit Presentation and Acceptance [ACTION ITEM]
   - Harris CPAs – MLD Fiscal Year 2021-2022 Financial Audit

Motion to approve - Laura  Second- Jeff  Vote- All in favor

6. Staff presentation
   - Financial Structure Presentation – Ema Brenneman

7. Director’s Report
   - a copy of the Directors report is in the Board Packet
   - collection development policy question for the Board– Does MLD desire to keep full series of book? To do this consistently will be challenging, but MLD is working toward keeping those series/volumes. Another challenge is that the series/volumes may be found at different locations. MLD aspires to keep these series/volumes together.

8. Job Descriptions
   a. Resource Coordinator [ACTION ITEM]
      - tabled until July 2023 meeting

   b. Collection Development Librarian [ACTION ITEM]
      - No discussion

Motion to approve - Laura  Second - Destinie  Vote – All in favor

   c. Library Director [ACTION ITEM]
      *Amendment - Serve as Secretary of the Trustees and clerk of the Board, and attend all Board meetings
      *Amendment – add assistant directors as supervisor on page 3
      *Amendment – In record and reports section – replacing the word Board with Trustees, consistency throughout the document
      -Look into the “40 hours a week” portion of the job description, talk with legal

Motion to approve as amended - Laura  Second - Destinie  Vote – All in favor

   d. Recruitment Coordinator [ACTION ITEM]
      - A new position to be filled to assist with the volunteers and recruitment.

Motion to approve - Laura  Second - Destinie  Vote – All in favor
9. Policy Review
   a. Lending Guidelines [ACTION ITEM]
      - Obtaining library card – to be more specific about ages – look at the legality – the present wording is to safeguard the Meridian Library District
      - Suggestion – (a perception is that there is no safety, which is not true) ADD – the parent legal guardian is responsible for the account and the material (content).
      - The Board would like to consider for the future – the possibility of offering an option of tiered library cards (Idaho Falls has offered something similar)
      - How can MLD help our patrons understand the tools we have to help them make choices?
      - The Board would like MLD to investigate – the ability to send an email (of check outs) with the current infrastructure and the cost of doing it if it is not available

Motion to as written- Laura Second - Josh Vote – Yes (Laura, Josh)
   No (Megan, Destinie, Jeff)

10. Executive Session [ACTION ITEM]
    - Pursuant to Idaho Code 574-206 (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;
      (c) To acquire an interest in real property not owned by a public agency;

Motion to go into Executive Session: Megan – Yes
   Jeff – Yes
   Laura – Yes
   Destinie – Yes
   Josh – Yes

Return to regular session: 10:02pm
11. **Future agenda items** [DISCUSSION ITEM]
   - Lending guidelines policy revision
   - FY2024
   - August or September – to change or review the form (request for reconciliation) for moving a book
   - New policy to consider – public comment policy
   - Consider posting the salary schedule for MLD

Meeting adjourned: 10:05pm

The next regular Library Board Meeting is scheduled for 7:00pm, July 19, 2023

RESPECTFULLY SUBMITTED AND APPROVED

Nick Grove, Director

Megan Larsen, Board Chair