



Library Board Trustee Meeting Minutes

February 21, 2024

Trustees

Megan Larsen – Chair

Jeff Kohler – Vice Chair

Laura Knutson - Treasurer

Destinie Hart – Trustee

Josh Cummings - Trustee

Meridian Cherry Lane Library
1326 Cherry Lane
Meridian, ID 83642
Conference Room

Regular Session

Trustees present: All present

Staff present:

Nick Grove, Library Director; Jason S., AD of Operations; Vassil I., AD of Branches; Ema B., Finance & Accounting Manager; Dan P., Executive Assistant; Holly D., Administrative Assistant

Meeting called to order by Trustee Larsen at 7:00pm

AGENDA ITEMS

1) **Public Comment** – no public comments

2) **Consent Agenda** **[ACTION ITEM]**

- a) Regular Meeting Minutes, January 19, 2024
- b) Policies
 - i) Internet Access
- c) Job Descriptions
 - i) Assistant Director of Branches
 - ii) Assistant Director of Operation
 - iii) Branch Supervisor
 - iv) Library Page

Motion to approve: Trustee Cummings

Second: Trustee Kohler

Vote: All in favor

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Josh Cummings - Trustee

3) Financials [ACTION ITEM]

a) Approval of December Financial Reports

b) Disbursement approvals

-Trustee Kohler asked about Management Northwest. Director Grove explained it was a payment to the District's employment attorney. Chair Larsen asked about the furniture payments. Director Grove explained they were for the new admin building.

Motion to approve: Trustee Knutson

Second: Trustee Hart

Vote: All in favor

4) Presentation – Justin Nyquist of ICRMP

-Justin Nyquist from ICRMP presented on the District's policy. He also provided a breakdown of the District's renewal information and tips for mitigating risks.

-Trustee Cummings asked if ICRMP ever does returns or discounts. Mr. Nyquist said it does not at the current time. Trustee Cummings asked if there is an appeal process in place. Mr. Nyquist said the District has direct access to ICRMP's board of trustees and can inquire about an appeal that way. Chair Larsen asked if there is a formal process in place. Mr. Nyquist said there is a dispute resolution procedure.

-Trustee Kohler asked if ICRMP would reconsider its library materials exclusion if no bill on library materials is passed this year. Mr. Nyquist said he would imagine the exclusion will remain in place but can't know for sure until that time comes. Chair Larsen asked if no bill on library materials is ever passed in Idaho, what happens then? Mr. Nyquist said ICRMP is keeping an eye on what other states and entities are doing, but again can't know for sure until that time comes.

-Chair Larsen asked how the District should consider insurance in developing policy over the coming days. Mr. Nyquist said each library does it differently and ICRMP leaves it up to them to develop those policies but will weigh in when asked to.

5) Pinnacle Construction & FFE

-Jason Su provided the board with an update on the construction at the Pinnacle site. He presented three new contracts for the board to consider for furniture, shelving, and an automatic materials handler.

a) Furniture [ACTION ITEM]

Motion to approve the contract and authorize staff to execute a PO: Trustee Knutson

Second: Trustee Hart

Vote: All in favor

b) Shelving [ACTION ITEM]

Motion to approve the contract and authorize staff to execute a PO: Trustee Knutson:

Second: Trustee Hart

Vote: All in favor

Trustees

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Destinie Hart – Trustee

Josh Cummings - Trustee

c) Automatic Material Handler **[ACTION ITEM]**

Motion to approve the contract and authorize staff to execute a PO: Trustee Knutson
Second: Trustee Hart Vote: All in favor

6) Director Updates

a) Director's monthly report

- Director Grove presented the District's highlights from the past month, including only five open positions, nearly \$125,000 raised by the Foundation last year, a partial reimbursement from ICRMP for repairs to Cherry Lane's lobby heater, and planning for the District's centennial planning.

7) Joint Power Agreement & Bylaws for Lynx Library Consortium **[ACTION ITEM]**

-Director Grove explained that the District has been in talks over the joint powers agreement for the past eighteen months. In that process, several attorneys have looked over the agreement and bylaws. This agreement is meant to provide a formal organization for the Lynx Consortium.

Motion to approve: Trustee Knutson Second: Trustee Hart Vote: All in favor

8) Job Descriptions

a) Junior Librarian **[ACTION ITEM]**

- Trustee Hart asked if the board needs to consider the age restrictions for this position in light of bills in state government. Director Grove said there are already minors working and volunteering in the library and suggested the District wait to see if and when any legislation passes.

Motion to approve: Trustee Hart Second: Trustee Knutson Vote: All in favor

9) Policy Reviews

a) Meeting Room **[ACTION ITEM]**

Motion to approve with an effective date on March 1st: Trustee Cummings
Second: Trustee Knutson Vote: All in favor

b) Naming Opportunities **[ACTION ITEM]**

-Policy initiated March 1st

Motion to approve with and effective date on March 1st: Trustee Knutson
Second: Trustee Hart Vote: All in favor

c) Unattended Youth **[ACTION ITEM]**

-Policy initiated March 1st

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Josh Cummings - Trustee

-Striking last line of the first paragraph – *“The Library is not responsible for monitoring youth’s access to materials found in the library’s collection.”*

-Incorporate title to be Unattended Youth and Vulnerable adult policy

Motion to approve the Unattended Youth Policy with the new title Unattended Youth and Vulnerable Persons Policy with an effective date of March 1, 2024 and to strike the requested line: Trustee Cummings Second: Trustee Knutson Vote: All in favor

10) Executive Session [ACTION ITEM]

a) Pursuant to Idaho Code 74-206 (1)

i) (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of the legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement;

Motion to go into Executive session: Trustee Cummings Second: Trustee Knutson

Roll call vote: Trustee Larsen- yes

Trustee Kohler- yes

Trustee Knutson- yes

Trustee Hart- yes

Trustee Cummings- yes

Time in session: 8:39pm

Time out of session: 9:38pm

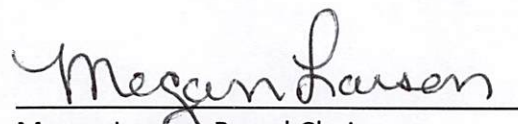
11) Future agenda items [DISCUSSION ITEM]

-Pinnacle updates

Meeting adjourned: 9:40pm

The next regular Library Board Meeting is scheduled for 7:00pm, March 20, 2024

RESPECTFULLY SUBMITTED AND APPROVED


Nick Grove, Director
Megan Larsen, Board Chair