



Library Board Trustee Meeting Minutes

November 20, 2024

Trustees

Jeffery Kohler – Chair	Destinie Hart – Vice Chair
Laura Knutson – Treasure	Josh Cummings – Trustee
	Josi Christensen - Trustee

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

Regular Session

Trustees present: Trustee Kohler, Trustee Hart, Trustee Cummings, Trustee Christensen

Staff present:

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

AGENDA ITEMS

- 1) Call to Order: 7:00pm
- 2) Public Comment
- 3) Oath of Office
- 4) Consent Agenda **[ACTION ITEM]**
 - a) Regular Meeting Minutes, October 16, 2024
 - b) Special Meeting Minutes, October 23, 2024
 - c) Job Descriptions
 - i) Strategic Initiatives Manager
 - d) Policies
 - i) Room Reservations

Motion to approve: Trustee Hart

Second: Trustee Christensen

Vote: All in favor

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5) Financials **[ACTION ITEM]**

-Chair Kohler noted that the complete financial report was left out of the board packet because of annual auditing. As such, only the disbursement approvals will be voted on.

- a) Approval of September Financial Reports
- b) Disbursement approvals

Motion to approve the disbursement approvals: Trustee Hart

Second: Trustee Christensen

Amended motion to approve disbursement approvals while tabling the financials: Trustee Hart

Second: Trustee Christensen

Vote: All in favor

6) unbound Open Late for Meridian Winter Lights Parade **[ACTION ITEM]**

Motion:

Second:

7) Director Updates

- a) Director's monthly report
 - i) Assistant Directors Su and Ivanov filled in for Director Grove on the director updates, including a look back at the past two fiscal years' statistics.

8) Job Descriptions

- a) Foundation Manager **[ACTION ITEM]**

-Assistant Director Su noted these changes were mostly minor. Trustee Christensen asked about the requirement of a driver's license for this position and the Youth Services Librarian, but not for the Material Services Supervisor. Assistant Director Su noted the discrepancy was probably due to it being new. Assistant Director Ivanov noted that the requirement is in the new job description.

-Trustee Christensen asked about the absence of any particular license requirement for the foundation Manager. Assistant Director Su said the position does not typically require special licensure.

Motion to approve: Trustee Hart

Second: Trustee Christensen

Vote: All in favor

- b) Youth Services Librarian **[ACTION ITEM]**

Motion to approve: Trustee Christensen

Second: Trustee Hart

Vote: All in favor

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c) Material Services Supervisor **[ACTION ITEM]**

-Assistant Director Su noted this job description is for a new position, meant to add support to the Material Services Manager.

Motion to approve: Trustee Hart

Second: Trustee Christensen

Vote: All in favor

9) **Policy Reviews**

a) Gifts & Sponsorship **[ACTION ITEM]**

-Assistant Director Su noted these changes were made to be in line with other District policies. Both policies were updated with the help of legal counsel.

Motion to approve: Trustee Christensen

Second: Trustee Hart

Vote: All in favor

b) Public Record **[ACTION ITEM]**

-Assistant Director Su noted these changes were made to bring the policy in line with the recently passed legislature.

Motion to approve: Trustee Hart

Second: Trustee Christensen

Vote: All in favor

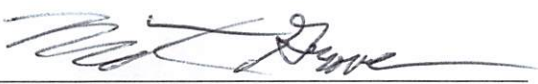
10) **Future agenda items [DISCUSSION ITEM]**

- tabled September financials
- Cherry Lane Renovations
- additional presentations from staff

11) **Adjournment: 7:25 pm**

The next regular Library Board Meeting is scheduled for 7:00pm, December 18, 2024

RESPECTFULLY SUBMITTED AND APPROVED


Nick Grove, Director
Jeffery Kohler, Board Chair