



Library Board Trustee Meeting Minutes

April 16, 2025

Trustees

Jeff Kohler – Chair	Destinie Hart – Vice Chair
Laura Knutson - Treasurer	Josh Cummings – Trustee Josi Christensen - Trustee

Meridian Orchard Park Library
1268 W. Orchard Park Drive
Meridian, ID 83646
Programs Room

Regular Session

Trustees present: Trustee Christnesen was absent

Staff present:

Nick Grove, Library Director; Vassil I., Assistant Director; Dan P., Executive Manager; Ema B., Finance Manager; Holly D., Administrative Assistant

Meeting called to order by Trustee Larsen at 5:00pm

AGENDA ITEMS

1. Call to Order

1. Chair Kohler called the meeting to order at 7:01 p.m. and excused Trustees Christensen and Hart.

2. Public Comment

1. No public comment was given.

3. Consent Agenda [ACTION ITEM]

Motion passed via unanimous consent

4. Financials

1. Approval of February 2025 Financial Reports [ACTION ITEM]
 1. Trustee Hart asked for clarification on some of the charges relating to book purchasing, asking if it was more than usual. Director Grove noted that because of the Cherry Lane renovations, it's slightly less than usual.

*Motion to approve the February 2025 financial reports as presented: Trustee Cummings
Second: Trustee Knutson*

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2. Disbursement approvals February 2025

Motion to approve the February disbursement approvals as presented and published:

Trustee Cummings

Second: Trustee Knutson

5. Staff Presentation

1. Eryn Turner, Executive Director of the Meridian Library Foundation, came before the board to present an update on the work the Foundation has been doing. She went over the roles of the trustees, Friends of the Library, Foundation, and the District itself. Since launching in 2019, the Foundation has secured dozens of sponsorships and grants, including a \$250,000 grant for construction on the Orchard Park project. She has led various fundraising initiatives, including the annual City of Stories event and Figaro Adoption Kits to celebrate 100 years of the Meridian Library. The Foundation also helps fund the annual Summer Reading Program, from branded t-shirts for staff and volunteers to the free books participants receive at the end of the summer. Most recently, the Foundation paid for both Home Delivery vehicles to be wrapped with specially designed Meridian Library District designs. In the future, the Foundation will be designing and releasing its latest strategic plan. Community surveys have gone out to donors in anticipation of this effort. In these surveys, 60% of respondents said they take part in the Summer Reading Program and all of them said they borrow physical books from the library. Respondents also said they would like to see a larger digital collection in the future, as well as more services for the elderly. The Foundation board, in their own survey, said they would like to build more business and community partnerships, expand volunteer roles, and share more impact reports with the community.

1. Trustee Knutson asked what the impact reports would look like. Director Turner said the current annual reports are released every February on the Foundation's website. Trustee Knutson asked if the Foundation has considered initiatives to get teenagers more involved. Director Turner said the Foundation is actively looking to expand business relationships with local businesses to bring more services to teens. Trustee Cummings noted that the Foundation is "the heavy hitters of finance," thanking Director Turner and the Foundation for its work in funding so many different projects around the District. Chair Kohler asked how the Foundation decides what projects get funded. Director Turner said the Foundation works closely with District staff to find what services patrons are looking for.

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6. Director Updates

1. Director Grove presented the monthly update, including the different projects staff have been working on across the different departments. The Grants and Sponsorship Committee has raised over \$16,000 for the Summer Reading Program, and it has secured funding for two Telehealth pods, one of which is already at Orchard Park. Material Services has been busy adding to the digital collection and thoroughly weeding the Cherry Lane collection to make the move as easy as possible. The patron room reservations have seen a significant increase since opening the sensory room in Orchard Park for reservations in December 2024 and the Pinnacle rooms in November 2024. Since December 2024, the sensory room has been reserved 469 times.
2. Assistant Director Ivanov presented an update on the branches. He highlighted different programs and outreach events across the District, including an unBound presence at Hackfort and the West Ada School District library card sign up drive. The sign up drive saw over 40 new library cards for WASD students over the three events held. Trustee Cummings asked how the room reservations are measured, if it was done in hours with the first being free. Assistant Director Ivanov said the rooms are booked in fifteen minute increments, and the rooms are charged differently based on the room type.
3. Director Grove presented an update on the Cherry Lane renovation project, including an updated schedule. The goal is to begin permitting in May. Director Grove said the District is in a “hurry up and wait” phase as permits and contractors come through. A communication plan is ready to go, but the Cherry Lane closure was pushed back. The construction team was not available to start until September anyway, so the closure delay should have little to no impact on the construction schedule. Director Grove also shared more mockups of what the renovations will look like when complete, noting the teen space in particular as Cherry Lane has one of the largest after-school programs in the Treasure Valley. The renovation will also include a sensory area similar to Orchard Park’s sensory room. Trustee Knutson noted her excitement for the coming changes and thanked staff for their consideration and thoughtfulness throughout the design process. Trustee Cummings thanked the staff working on the website for keeping the public up-to-date on the capital and financial goings on as these projects continue. Trustee Knutson asked about the changes to the entrance of Cherry Lane. Director Grove said the current design involves creating a primary entrance/exit off Leisure Lane, but it’s a long process and the District wants to respect the needs of its neighbors.

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7. Job Descriptions [ACTION ITEM]

1. Digital Resources Coordinator

1. Director Grove noted this is a new position that the District has been working on for some time, taking the time to see where gaps have popped up in the recent changes made over the last few years. This position will cover the external website and the District's internal website, along with internal database management.

Motion to approve the Digital Resources Coordinator job description as presented and published: Trustee Cummings

Second: Trustee Knutson

8. Salary Schedule [ACTION ITEM]

1. With the addition of the new position, it needs to be put on the salary schedule. Trustee Cummings asked if the position was at an adequate level, given the specialization required. Director Grove said it might not be competitive with the private sector (as is the case with most library positions), but it is very on par with what other public libraries might offer for this type of position.

Motion to approve the salary schedule as presented: Trustee Knutson

Second: Trustee Cummings

9. Executive Session [ACTION ITEM]

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;

1. Roll call vote

1. Chair Kohler Yes
2. Trustee Christensen *Absent*
3. Trustee Cummings Yes
4. Trustee Hart Yes
5. Trustee Knutson *Absent*

2. The board went into executive session at 8:02 p.m and exited at 8:16 p.m.

10. Future Agenda Items

1. Trustee Knutson asked for an update on the impacts of IMLS possibly being dismantled as those updates become available. Director Grove noted that any impacts would likely be indirect. Chair Kohler asked for further updates on Cherry Lane.



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11. Adjournment

1. Chair Kohler adjourned the meeting at 8:19 p.m.

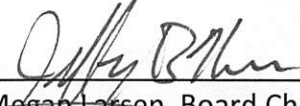
Meeting adjourned:

The next regular Library Board Meeting is scheduled for 7:00pm, 6/18/25

RESPECTFULLY SUBMITTED AND APPROVED



Nick Grove, Director



Megan Larsen, Board Chair
Jeffrey Kohler