



Library Board Trustee Meeting Minutes

October 16, 2025

Trustees

Jeffery Kohler – Chair	Destinie Hart – Vice Chair
Laura Knutson – Treasurer	Josh Cummings – Trustee
	Garrett Castle - Trustee

Meridian Library District – Orchard Park Branch
1268 W. Orchard Park
Meridian, ID 83646
Conference Room

Regular Session

Trustees present: Trustee Cummings was not present

Staff present:

Nick Grove, Library Director; Vassil I., AD of Branches; Dan P., Executive Manager; Ema B.,
Finance & Accounting Manager

AGENDA ITEMS

1) Call to Order: 7:00pm

2) Public Comment

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

- a) Regular Meeting Minutes, September 16, 2025
- b) Digital Resources Coordinator
- c) Library Courier
- d) Business Liaison Librarian
- e) Lending Guidelines policy
- f) Conflict of Interest policy

Motion to approve: Trustee Knutson

Second: Trustee Hart

Vote: All in favor

4) Financials

- a) Approval of August 2025 Financial Reports **[ACTION ITEM]**

Motion to approve: Trustee Knutson

Second: Trustee Hart

Vote: All in favor

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b) Disbursement Approvals August 2025 [ACTION ITEM]

Motion to approve: Trustee Knutson

Second: Trustee Knutson

Vote: All in favor

5) Staff Presentation**a) MLD Foundation, City of Stories, Eryn T.****6) Job Descriptions****a) HR Manager [ACTION ITEM]**

-no comment

Motion to approve: Trustee Hart

Second: Trustee Knutson

Vote: All in favor

b) HR Coordinator [ACTION ITEM]

-no comment

Motion to approve: Trustee Hart

Second: Trustee Knutson

Vote: All in favor

c) Recruitment Coordinator [ACTION ITEM]

-no comment

Motion to approve: Trustee Hart

Second: Trustee Knutson

Vote: All in favor

7) Policy and Annual Approvals**a) Employee Handbook [ACTION ITEM]**

-Director Grove gave the Trustees a clean version of the document.

Trustee Knutson had a question on page 13 about background checks – Lindsey (HR manager) answered that the District must be the one who initiates the background checks.

Trustee Castle asked about submitting reports – Lindsey answered that the report can be filled out by supervisor or manager

Trustee Kohler on page 18 about taking things to the Board – Director Grove explained that the Board part is giving the staff a place to be heard, no action from the Board

Motion to approve: Trustee Knutson

Second: Trustee Hart

Vote: All in favor

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b) Gifts & Sponsorships [ACTION ITEM]

Motion to table until November – Trustee Knutson

Second -Trustee Hart

Vote- All in favor

c) Service Charge Policy [ACTION ITEM]

-no comment

Motion to approve: Trustee Knutson

Second: Trustee Hart

Vote: All in favor

d) Salary Schedule [ACTION ITEM]

-Director Grove explained the District is moving to a COLA strategy at the beginning of each fiscal year and then also give an opportunity for a merit pay raise during their yearly review. This year will be a 2.5% COLA and then up to a 2.5% merit bases increase.

Trustee Knutson asked how the COLA was determined. Director Grove replied that they determined the total percentage raise and divided them between COLA and merit.

Trustee Kohler asked if this percentage was in the new budget. Director Grove said that is has been put in the budget.

Motion to approve with the corrections that lines 1 and 2 reflect a 40 hour work week: Trustee Hart

Second: Trustee Knutson

Amended motion to include a start date for Oct 12, 2025

Second Trustee Knutson

Vote: All in favor

8) unbound Late Close 12/05/2025 [ACTION ITEM]

Motion to approve: Trustee Knutson

Second: Trustee Hart

Vote: All in favor

9) Director Updates

-Trustee Knutson asked if Library IQ can help to integrate the stats from Libby. Director Grove said that it will be able to help with the stats of Libby but not the integration of Libby.

Trustee Knutson asked about how the bookmobile will be used in the sinter month. Director Grove said there will be some repairs made to the bookmobile, but the programs will be going down during the winter months and be replaced with programs inside when they can.

Trustee Castle asked about the donation of items from the closure of Cherry Lane. Financial Manager Ema will be compiling now and will be ready for the annual audit.

a) Director's monthly report

10) Executive Session [ACTION ITEM]



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a)

Pursuant to Idaho Code 74-206 (1)

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(c) to acquire an interest in real property not owned by a public agency

Roll call vote: Trustee Kohler – yes
Trustee Knutson – yes
Trustee Hart – yes
Trustee Castle – yes

Entered executive session: 8:11pm
Time in: 8:34pm

11) Future agenda items [DISCUSSION ITEM]

- request for reconsideration
- pictures of Cherry

12) Adjournment: 8:44pmpm

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

RESPECTFULLY SUBMITTED AND APPROVED

A handwritten signature in black ink, appearing to read 'Nick Grove'.

Nick Grove, Director

A handwritten signature in black ink, appearing to read 'Jeffery Kohler'.

Jeffery Kohler, Board Chair