

**Board of Directors
Cascade Public Library
August 21, 2018**

The meeting was called to order at 5:31 p.m. Present were Jonne Hower, Jolinda Huckaby, McKenzie Campbell, and Library Director, Cynthia Durbin. Kathleen Wilson called in by phone. Heather Soelberg was also present to answer questions on financials.

Open Discussion

The Mayor sent a request via email to Jolinda on July 19th asking if Cynthia had signed the receipt of the Personnel and Travel policy. Cynthia will make sure it is signed and delivered to the Mayor by August 22nd.

Mary Zanders from WICAP has sent a few people to the library to ask about working in the library using the Experience Works program. Cynthia stated that neither candidate was a good fit, but that she would get with Mary and give her a written description of what she is looking for in applicants.

Approval of Agenda

Jonne motioned to approve the agenda as originally distributed August 16, 2018, McKenzie seconded, and it was passed by unanimous vote.

Approval of Minutes

Jolinda motioned to approve the July minutes with Scrivners notes as discussed, McKenzie seconded and the motion passed by unanimous vote.

Approval of Financial Report

McKenzie motioned to accept the Financial Report for July, Jonne seconded, and it passed by unanimous vote.

Approval of Bills

Cynthia presented vouchers for the board to sign, along with a new format for signing bills. Jonne motioned to approve the bills as presented, McKenzie seconded, and it passed by unanimous vote.

Director's Report

See Board packet.

Unfinished Business:

-Budget: Salary Proposal

\$76,342-salaries, taxes and benefits

\$1849-operating

\$2500-computers

Total-\$105,262.

See attached spreadsheet for further explanation.

Jolinda motioned to allocate budget funds as discussed (figures above) and transmit our finalized budget to city council by August 22, 2018. McKenzie seconded. The motion was passed by unanimous vote.

Kathleen ended her phone call after the budget discussion ended.

-Choose Evaluation Month

Jolinda motioned that the annual personnel evaluation month be February. The motion failed.

A discussion ensued after the failed motion and it was decided that December would be a better choice.

Jonne motioned that our personnel evaluation month be December, Jolinda seconded. The motion was passed by unanimous vote

New Business

Jonne motioned that we extend our board meeting to finish our agenda. McKenzie seconded, and the motion passed by unanimous vote.

-LGIP Request Letter

It was discussed that in the future, our preliminary discussion about the LGIP letter needs to happen in July, and the draft letter needs to be accepted in August so it can be presented to city council at their September meeting. Any action tabled until Aug 31 meeting.

-Reciprocal Agreement

Cynthia clarified that Cascade Public Library does participate in LILI Express, and CPL is listed on the LILI Express website as a participating location.

Next Meeting Date:

Special meeting- August 31, 2018 at 7:00 pm

Regular board meeting- September 18, 2018

Preliminary Agenda Items for August Special Meeting

LGIP Letter Approval

Preliminary Agenda Items for September

Preliminary strategic planning

-Simon Sineck

“Sustainable Thinking” annotated chapters

Edit job descriptions

Adjournment- 8:40 p.m.

Reviewed Previous Task items

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| Cynthia | Revised: go over grant and donation line items in the budget revenue and set up as suggested by Heather by June 30th. | Done |
| | Reimbursement for ENA (update 8/21: staff change at ENA is slowing approval process) | WIP |
| | Check with Amazon to try changing the due date of the bill to better coincide with our meetings, also ask to waive late fees. | Done |
| | Send Heather an “activity list” for grant financial breakdown | Done |
| | Organize past board documents. Report progress August 1. | Include in Director’s Report for Sept meeting. |
| | Talk w/Heather to reallocate the \$285.92 that is currently in “Resident Donations”. | Done |
| | Clarify w/Heather if copiers are leased or owned. | Done |
| | Talk w/ Heather about a rough amount that is left in our budget. | Done |
| | Prepare a computer proposal | Deadline: Aug 31st meeting |
| | Contact Cyndi Goodwin about community service hours for general help around the library. | |
| | Reach out to Kevin to get help updating the front webpage, specifically the outdated meeting notice. Also add the policy manual, bylaws, agendas and minutes to the website. | |
| | Send Jolinda the completed board review. (Update: the completed board review will be in board packets for the September meeting.) | WIP- Sept Meeting |
| Jolinda and Cynthia | critterstory coordination | WIP |
| Board | Set an annual time for performance evaluations. | Done |

New Task Items

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| Cynthia | Discuss the possibility of upgrading our copier with Heather and our copier lessor. | |
| | Check into Amazon auto-pay | |

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| | Notice the special meeting August 31st per ID Open meeting law. | |
| | Note on directors calendar we will need an executive session after December's meeting. Also note April and May as budget discussion months. | |
| | Find out who keeps official personnel documents. The City or Library? | |
| | Print LIL Express agreement and attach as an to the "Library Use Agreement" | |
| Jonne | Help Cynthia w/LGIP letter | Deadline- Aug 31 |
| | Prepare annotated chapters of "Sustainable Thinking" | Deadling- Sept 12. |