

**Board of Directors
Cascade Public Library
July 17, 2018**

The meeting was called to order at 5:32 p.m. Present were Jonne Hower, Jolinda Huckaby, McKenzie Campbell, Kathleen Wilson, and Library Director Cynthia Durbin.

Open Discussion

City council did not approve our proposed budget request but did increase our budget to \$105,262.00. Jolinda brought a new book, *critterstory*, by niki leclair. Jolinda contacted the author and she is interested in doing a reading at the library.

Shauna Arnold has asked if we would consider having our August board meeting at the Vegetarian Potluck.

Approval of Agenda

No changes were made. Jonne motioned to approve the agenda as presented, Kathleen seconded, and it was passed by unanimous vote.

Approval of Minutes

McKenzie motioned to approve the June minutes with scriveners notes, Jolinda seconded and the motion passed. Kathleen abstained.

Approval of Special Meeting Minutes

Kathleen moved to approve the minutes, Jonne seconded, and the motion passed.

Approval of Financial Report

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

Approval of Bills

Cynthia presented vouchers for the board to sign. Jonne motioned to approve the bills as presented, Kathleen seconded, and it passed by unanimous vote.

Director's Report

See Board packet.

Unfinished Business

Budget: Salary Proposal- No final decisions were made, the board felt more time was needed to reach a decision. Discussion was tabled until August board meeting.

The time reached 8:00 p.m. and a motion was made by Jonne to table the remaining agenda items, and adjourn the meeting. Kathleen seconded. The majority agreed and the motion passed.

Mayor: Present City’s recently adopted Personnel Policy Manual [5/29/2018, Resolution No. 18-06] and Travel Policy [Amended 5/29/2018, Resolution No. 18-07]-*Mayor was not able to attend.*- TABLED

Preliminary Strategic Planning: TABLED

Choose an Evaluation Month: TABLED

Edit Job Descriptions: TABLED

Reciprocal agreement:TABLED

New Business

None

Next Meeting Date: August 21, 2018

Preliminary Agenda Items-

Preliminary strategic planning
-Simon Sineck

Choose evaluation month

Edit job descriptions

Reciprocal agreement

Budget
-Salary Proposal

Adjournment- 8:05 p.m.

Reviewed Previous Task items

Cynthia	Revised: go over grant and donation line items in the budget revenue and set up as suggested by Heather by June 30th.	WIP-new deadline of July 26th
	Post trustee position in the library, on Facebook, and the library website by June 19	Done
	Reimbursement for ENA	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.	WIP
	Send Heather an “activity list” for grant financial breakdown	WIP-new deadline of July 26th

	Organize past board documents. Report progress August 1.	WIP-new deadline of Aug 21st.
	Update all sources with new annual meeting schedule. Post to website, announce at city council, and post in library.	Done
	Remove city council attendance dates from agenda	Done
	Send Jolinda a copy of annual meeting plan	Done
	Edit by-laws to reflect new board meeting day change	Done
Jolinda	Compile budget numbers and deliver to city	Done
	Provide Cynthia w/ a list of what the responsibilities of the board are for review.	Done
	Look up new personnel manual	Done
Kathleen	Email the draft of Board Ground Rules and send to Cynthia by May 22	Done
Jonne	Show Cynthia how to convert a Pages document to a Word Document w/ Libra	Done
McKenzie	Talk to Kim about re-applying for board opening	Done
Board	Set an annual time for performance evaluations.	WIP

New Task Items

Cynthia	Talk w/Heather to reallocate the \$285.92 that is currently in "Resident Donations".	
	Clarify w/Heather if copiers are leased or owned.	
	Talk w/ Heather about a rough amount that is left in our budget.	Deadline-Mid Aug
	Prepare a computer proposal	Deadline-Aug 16
	Update front webpage, specifically the outdated meeting notice.	
	Contact Cyndi Goodwin about community service hours for organizing past board documents.	
	Send Jolinda the completed board review.	Deadline-Aug 3
Jolinda and Cynthia	critterstory coordination	

Jonne	Send a complaint to Amazon customer service.	Deadline- Aug 1
Board	Test out different salary and hour scenarios	