

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

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

Open Discussion

It was mentioned that Making Tracks, a community event, would be held June 2nd. Also, Heather brought a new law to the boards attention; agendas need to be online or social media 48 hours before meetings, and action items cannot be added after agendas are posted. In order to comply the board will have agendas finalized by 5:00 p.m. the Thursday before Board meetings.

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

Jolinda motioned to approve the minutes as drafted, McKenzie seconded and the motion passed.

Approval of Financial Report

Heather Soelberg was present and continued her training with us. She answered questions, and also went over the ledger and financial reports received from the city. She also reminded us that the budget is due soon. Heather also suggested that we start motioning to approve financials, which we did. Jonne motioned to approve the Financial Report as presented, McKenzie seconded, and it passed by unanimous vote. Heather was excused from the meeting.

Approval of Bills

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

Director's Report

See Board packet to review the entire Director's report.

Unfinished Business

Board Ground Rules- Kathleen will send a draft to Cynthia by May 22 to go in next month's board packet.

New Business

Establish ending time of board meetings- 8:00 was suggested as the ending time for board meetings, it was asked that thought be given to the matter and it be discussed at June's meeting.

Next Meeting Date: June 18, 2018

Preliminary Agenda Items

Unfinished:

Establish day and time of board meetings

Board Ground Rules

Board By-Laws

New:

Agenda Development

Budget

Executive Session: "Idaho Code 74-206 (1)(b)-Personnel."

Jolinda moved that the board go into executive session per IC 74-206(1)(b)-Personnel. Jonne seconded. Roll call vote: Jolinda-yes, Jonne-yes, Kathleen-yes, McKenzie-yes. Executive session began at 8:17 and ended at 8:54.

After executive session, Jonne motioned that the board authorize Jolinda to compile and deliver evaluations to Cynthia and take a copy to her personnel file. Kathleen seconded and it passed by unanimous vote.

Adjournment- 8:58

New and Continuing Task Items

Cynthia	Revised: go over grant an donation line items in the budget and set up as suggested by Heather	
	Post trustee position in the library, on Facebook, and the library website	
	Reimbursement for ENA	
	Check with Amazon to try changing the due date of the bill to better coincide with our meetings, also ask to waive late fees	
	Send Heather an "activity list" for grant financial breakdown	
	Send dates and places of summer reading activities to board	
Jolinda	Ask Dan G. for the board's library law book and trustee binder	

	Send final draft of April Minutes to Cynthia	
	Deliver and compile evals to Cynthia and personnel file.	
Kathleen	Email the draft of Board Ground Rules and send to Cynthia by May 22	
McKenzie	Email Tom about board opening	
	Talk to Kim about re-applying for board opening	
Board	Review board meetings and times	

Reviewed previous action times carried over from March and April

Cynthia	Edit the annual Meeting Agenda as approved and put it on file for future use.	Done
Jolinda	T-Sheet category changes	Done
	Finalize March minutes and draft April's minutes for McKenzie	Done
Jonne	Ask Vernie for the board's library law book and trustee binder	Done
Kathleen	Confirm you have the library law book and trustee binder	Done
Board	Review training plan in preparation for discussion next month	Done