

OFFICIAL MINUTES  
April 16, 2019

Board of Directors  
Cascade Public Library

**Call to Order:** The meeting was called to order at 5:39pm.

**Board Members Present:** Jonne Hower, Jolinda Huckaby, Mary Heinrichs, Jody Green

**Other Attendees:** Amelia Valasek, Library Manager

*Open Discussion*

Jonne clarified that Amelia would take notes at the meeting and draft an initial set of minutes to send to Jody, who would make any changes and provide the official draft copy.

Jolinda informed the Board that a parent approached her regarding a student who might want to do her senior project with the Library (Jade Rogers). Jonne advised that Jolinda should put her in touch with Amelia.

Amelia informed the group that Donnelly Elementary would be hosting a STEM day at the Donnelly school on May 18 if anyone wanted to attend.

Jonne let the group know that the City might be doing something for Earth Day on April 22<sup>nd</sup> and wondered if the Library should participate.

Jonne informed the group that we are still in need of a vacuum cleaner for the Library, preferably one with a canister. Also, she is on the look-out for replacement computer chairs. Jody suggested she might check the courthouse.

*Approval of Minutes*

March 19<sup>th</sup> minutes needed additional review as they weren't included in advance. Tabled to end of meeting if we had time to review them.

Mary moved to approve the March 21<sup>st</sup> minutes with corrections. Jolinda seconded. All in favor.

*Financials*

Jonne clarified that the role of the Board was to provide oversight and accountability, and to serve as a check and balance against expenditures. It was not their role to micromanage bill payments. If a bill is within the budget and part of normal operating expenses, the Library Manager should submit the bill to the City Clerk for payment. The board will then retroactively review the ledger of payments made since the last meeting and inquire as to any payments that may need explanation. The Library Manager will bring copies of invoices reflected on the ledger in case the Board wishes to inspect them.

Jolinda noted that we have received 65% of our budgeted tax income but we are only 50% through the year. She was concerned about this because the Library will not receive more than the amount of tax revenue allotted in our annual budget. She wanted to make sure we were on track with our expenditures and that Heather was aware of this.

Jolinda also wanted to make sure Heather was transferring grants funds from the FY17-18 year from the LGIP account into the Library account to cover grant-related expenditures for grants received last fiscal year. The total amount was \$4,500 (\$2,250 from Whittenberger and \$2,250 for our 2018 Idaho STEM grant).

**ASSIGNMENT:** Amelia was assigned to follow up with Heather about the grants and LGIP fund with Heather.

Jody asked if we have received our internet reimbursement yet. Jonne advised that she had submitted our form 471 to the ICfL and it is being processed.

Jolinda asked if the Friends of the Library could help cover the \$1,000 Biblionix fee (Apollo system).

**ASSIGNMENT:** Jonne volunteered to follow up with the Friends regarding this request.

Jody moved to approve the treasurer's report including payroll and the bills presented in the detailed ledger. Jolinda seconded. All in favor.

There was discussion and clarification that going forward the Board would retroactively approve bills by reviewing and approving the detailed ledger. In the future the ledger and payroll reports would be approved separately.

### ***Old Business***

- Grants – Summer STEM 2019: Jonne clarified that all funds from this grant would be available for programming, as Ms. Bayse declined a stipend.
- Cascade After School MOU – Amelia and Kristal have met and will be in touch
- Poetry Slam – At the Roxy, April 24<sup>th</sup> at 1:30pm. Amelia will reach out to Vernie regarding the time commitments for judging and will serve as judge.
- Disposal of surplus property (see below)
- Trustee Connections – No discussion
- Library Facebook/Social Media, internet policy – Tabled.

### ***Records Retention and Disposal***

Jonne clarified the current standards that the City has regarding records retention. Personnel files must be kept forever. Original financial records must be kept for 10 years. The City is responsible for maintaining the original legal versions of these documents. The Library will keep

copies on hand as working files for operational purposes and will periodically request to have these documents shredded as needed.

After discussion, the Board agreed that five (5) years of Board documents would be stored at the Library. Board documents older than five years would be stored at City Hall.

Jolinda requested that we review whether the Library needs to add any language to our policy regarding records retention. She said that even if we are following the City's policy, our policy should state this clearly. She asked that this be on next month's agenda.

Jolinda moved that the Library should dispose or archive records as the Board Chair sees fit and as specified in the Chair's final memo of request provided to the City, in accordance with standard record retention practices.

Jody seconded. All in favor.

### ***New Business***

Jonne informed the Board that the Library was approved to receive a \$1,000 grant from the ICfL for a summer intern.

### ***Executive Session***

The Board did not enter Executive Session at this meeting.

### ***Next Meeting and Preliminary Agenda Items***

The next regular Board meeting will be on Tuesday, May 21<sup>st</sup>.

Preliminary Agenda Items:

- Final approval of December 18<sup>th</sup> minutes
- Review & adopt records retention policy (may just be to cite City of Cascade policy, needs to be adopted formally)
- Approve updated Position Descriptions for Library Staff (Jonne will distribute in advance)
- Review Library Manager's 120-day Plan (to be used in evaluation)
- Formally approve Amelia's vacation as Leave Without Pay for May 27-June 11

### ***City Council Meetings***

Jonne clarified that Library staff is only required to attend the first monthly City Council meeting. Amelia and Jody will attend the May 13<sup>th</sup> City Council Meeting. Amelia will provide a written manager's report to the Clerk by May 7<sup>th</sup>.

### ***Tabled Items***

Property disposal – Jonne advised that we will need to follow a similar process for disposing of old electronic equipment that we use for records. Specifically, the Board should submit a memo of request to City Hall.

Jody moved to have the Board Chair draft a memo to City Hall and that the Board would authorize the Chair to dispose of said electronic equipment and property as appropriate and in accordance with standard practices.

Mary seconded. All in favor.

March 19<sup>th</sup> Minutes – The Board reviewed minutes and provided scrivener’s notes.

Jonne moved to accept the minutes with scrivener’s notes. Jody seconded. All in favor.

**Meeting Adjourned at 7:57pm**