

## OFFICIAL MINUTES

June 18, 2019

Board of Trustees  
Cascade Public Library

**Call to order:** 5:34pm

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

**Also in Attendance:** Amelia Valasek, Library Manager; Denise Tangen, City Council Library Liaison

### Open Discussion

Jody advised the board that she plans to move out of City limits this summer and will stay active on the Board up until she is no longer eligible to do so. Jonne asked Jody submit an official memo when it's time to step down.

### Approval of Minutes

*December 18 Minutes* – Unavailable.

*May 21 Minutes* –

**MOTION:** Jonne moved to approve the May 21<sup>st</sup> minutes as presented. Mary seconded. No discussion. Jonne and Mary voted in favor; Jody abstained.

### Financials

Amelia pointed out that \$3,318 in Insurance Premiums is reflected in the May ledger as an adjustment, not an expense. Amelia also alerted the board that the second half of the Library's E-Rate reimbursement in the amount of \$1,890 was received in May but won't be reflected until the June ledger.

Jonne requested the Library Manager purchase a recorder for Board meetings.

Amelia was asked to make arrangements to repair the front of building, staying within the budget line item.

Jonne stated that the Library should consider purchasing plants for front of building, mulch, soil, etc.

**ASSIGNMENT:** Jonne volunteered to take care of this.

With respect to purchases prior to the end of the fiscal year, Jonne requested that the Library Manager should ensure all software on the public computers is up-to-date, including the internet filtering software.

**MOTION** – Mary moved to approve the Financial Statement for both expenditures and revenue for period ending 5/31/2019. Seconded by Jody. No further discussion. All in favor.

#### **Detailed Ledger**

Following discussion, the \$1,000 grant from ICF should be moved to the Donation line item.

**MOTION:** Jody moved to approve the detailed ledger with correction noted above. Mary seconded. No further discussion. All in favor.

**ASSIGNMENT:** Amelia will follow up with City Clerk to make necessary ledger adjustments.

#### **Payroll**

Amelia is following up with City Hall about holiday pay for May 27<sup>th</sup>.

**MOTION:** Jonne moved to approve the payroll report. Jody seconded. No further discussion. All in favor.

#### **Manager's Report**

Amelia updated the Board regarding plans and progress for summer programs.

#### **Old Business**

*FY19-20 Budget* – Jonne reported on the Library's budget roundtable meeting with the City Council and noted they did not have any questions. City Council is scheduled to adopt a preliminary budget at the July 8 City Council meeting.

*Grants* – Amelia updated the Board about the status and plans for grant funds, per manager's report.

*Library use of Social Media Policy* – Jonne explained she had asked Amelia to get copies of policies from other libraries in the Mountain-Valley Consortium.

**ASSIGNMENT:** Amelia will research what other Libraries have for policies in this area.

#### **New Business**

*Partnership Report* – Jonne noted that the Library is making steps toward repairing and strengthening partnerships throughout the community. The Board verified with the Library Manager that the Library's planned summer programs did not conflict with summer programs planned by the Cascade After School Program, the Cultural Arts Center programs, etc.

*Position Descriptions:* The revised position descriptions use the approved position descriptions in the current Policy Manual and were revised with input from the Library Manager and Library staff. There was discussion on the need for proofreading.

**MOTION:** Jonne moved to adopt the job descriptions for Library Manager, Program Coordinator, and Library Clerk with scrivener's notes to be placed in the Policy Manual. Mary seconded. All in favor.

**ASSIGNMENT:** Jonne will seek proof-reading from Jolinda and provide final copies to Amelia who will update Library's Policy Manual.

*Manager's 120 Day Plan:* Amelia presented her 120 Day plan. Board felt the items aligned with the Board's objectives and vision. No action taken.

*Records Retention Policy:* Add the word "agendas" to the sentence describing Board document retention.

**MOTION:** Jody moved to adopt the proposed records retention policy with scrivener's notes. Mary seconded. All in favor.

**ASSIGNMENT:** Amelia will update the Policy Manual with the Records policy as approved.

*Merit Increases:* City of Cascade's personnel manual does not include language about merit increases. Jonne explained that adding this to the policy manual would give the Library a mechanism for taking action or giving bonuses for outstanding performance. Denise advised that this should also be part of the budget-setting process.

**ASSIGNMENT:** Amelia will draft a suggested merit increase and bonus policy.

*Preliminary Agenda Items:* Recruit new Board Members

*July 8 City Council Meeting* – Since no Board members are available to attend this meeting, Jonne asked Amelia to remain at City Council until they act on the proposed FY 2019-2020 budget, if it is on the agenda.

Meeting adjourned at 7:32pm.