

## OFFICIAL MINUTES

July 16, 2019

Board of Trustees  
Cascade Public Library

**Call to order:** 5:30pm

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

**Also in attendance:** Amelia Valasek, Library Manager

### Open Discussion

Amelia passed out updated policy manuals and informed the group that the updated policy is also available on our website.

Jonne suggested that the Library invite Steve Bumgardner from the Eagle library to come make a presentation at a Board meeting (in lieu of a regular meeting).

**Assignment:** Jonne will reach out to him with a request.

Mary asked if the library has a tape recorder for Board meetings. Amelia said it is on her list but hasn't happened yet.

**Assignment:** Amelia will ask Heather about the one she uses at City Council.

Jonne requested that we send our summer program volunteers a thank you card. She also mentioned that Marilyn Witsom, a long-time volunteer, had passed away. The Board agreed to send a sympathy card to Marilyn's family.

**Assignment:** Jonne will send Marilyn's family a sympathy card on behalf of the Board.

### Approval of Minutes

*December 18, 2018 minutes* - Minutes were unavailable. Item was tabled. The group clarified who needed to follow up on this item (refer to May 2019 minutes).

*June 18<sup>th</sup> Minutes*

**MOTION:** Jonne moved to approve minutes from June 18, 2019. Mary seconded. Jonne and Mary voted in favor; Jolinda abstained.

### Financials & Bills

The June financial statement and detailed ledger were not available due to extenuating circumstances at City Hall. These items are tabled for review and approval at the August meeting.

**Assignment:** Amelia will send out June financials and detailed ledger as soon as they are available.

### **Payroll**

The official June payroll register was not available due to extenuating circumstances at City Hall. This item is tabled for review and approval at the August meeting.

Amelia provided the normal payroll summary outlining staff hours and total compensation for the two pay periods that have occurred since the last Board meeting. However, the Board could not take action to approve the payroll until the official register from City Hall has been received.

**Assignment:** Amelia will include the June payroll summary again at the August meeting and will make the official June payroll register available for Board review.

### **Manager's Report**

Amelia provided an overview of activities and accomplishments since the last Board meeting. Of particular note was discussion regarding the repair of the front of the building, which Amelia is in the process of scheduling.

### **Old Business**

*Social Media Policy* – Amelia shared information and research regarding best practices for libraries in regards to creating and maintain a social media presence.

**Assignment:** For the August meeting, Amelia will draft a recommendation to the Board regarding whether the Library should pursue a social media presence. Based on this recommendation, Amelia will draft a Social Media policy for the Library.

*Performance Evaluation & Compensation Policy* - Amelia discussed her research regarding performance evaluations and compensation, including emerging ideas in the human resources field. The group discussed and clarified why a merit increase policy was important, the purpose of such a policy, and what such a policy should look like.

**Assignment:** Amelia will draft policy language for merit increases, performance evaluations, and bonuses based on discussion and clarifications provided by the Board.

### **New Business**

*Recruiting New Board Members* – Group discussed feedback from ICfL, recommendations about recruitment. It was suggested that we should mention Board vacancy at the next Chamber meeting, and maybe put on the water bill in a couple months.

**Assignment:** Amelia will follow up with Emily to hear ICfL's perspectives regarding board membership for people who own property in the city but do not reside there. How does ICfL interpret the term "resident" and how have other small rural libraries handled this issue?

Library Audit and Accounts w/ City Clerk – Tabled. Clerk not available.

### **Library Open House**

The Board and Manager discussed who to invite to the open house on August 24.

### **Annual Meeting – October**

The Board clarified the purpose and scope of the Annual Meeting for the Manager. The Board By Laws in the library policy should list the specific agenda items required at the annual meeting. Upon review, these items are not currently listed in the By Laws.

**Assignment:** Amelia will see what we have from the October 2018 meeting and track down the Annual Meeting agenda requirements to insert into the policy manual.

### **Executive Session**

MOTION: Jolinda moved that we enter into Executive Session per Idaho Code 74-206(1)(b). Mary seconded. Mary yes. Jolinda yes. Jonne yes. Executive session entered at 7:19pm. Session exit at 7:24pm.

MOTION: Jolinda moved to approve accumulated sick and vacation leave as stated in Memo to the Board for Employee A. Jonne seconds. All in favor.

### **Next Board Meeting**

#### *Preliminary Agenda Items*

- Tabled Items from July 16<sup>th</sup>
  - June Financials
  - June Bills
  - June Payroll
  - Library Audit w/ Clerk
- Last minute items from Library Open House.

### **City Council Meetings**

Jonne will attend July 22<sup>nd</sup> and August 12<sup>th</sup> meeting.

Meeting Adjourned at 7:30pm.