

## Minutes

August 20, 2019

Board of Trustees  
Cascade Public Library

**Call to Order:** at 5:52pm

**Board members present:** Jonne Hower, Jolinda Huckaby, Jody Green

**Also in attendance:** Denise Tangen (City Council liaison), Vernie Kushlan (Board candidate), Heather Soelberg (city Clerk), Amelia Valasek (library manager)

With concurrence of all present, the agenda item “Library Audit Findings” was moved to the top of the agenda to accommodate our guest speaker’s schedule.

### Library Audit Findings

Heather (city clerk) explained to the group what happens to library dollars when the library does not expend all of its revenue (cash on hand) by the end of the fiscal year. Funds that are not expended by the end of the fiscal year are reflected as “fund balances” on the annual audit. At the end of the FY17-18 the fund balance was \$88,387. Included in that balance is the LGIP account which has a balance of \$56,674. Historically the LGIP was dedicated for capital expenditures (i.e. new building).

The funds in the fund balance can be used to cover operational expenses, or to ensure that the library “stays in the black” in the event of unexpected expenses. The library can budget to the fund balance during a fiscal year, but it must be requested in advance during the budget-setting process. The fund balance is not restricted how it is used (except where the LGIP has limitations). The funds should be used to cover one-time expenses or unforeseen expenses, not ongoing or regular expenses such as salaries.

### Open Discussion

No items brought for discussion

### Approval of Minutes

*December 18<sup>th</sup> Minutes* – No changes or revisions.

**MOTION:** Jody moved to approved. Jolinda seconded. No discussion. All in favor.

*July 16<sup>th</sup> Minutes* – Change spelling of Jolinda’s last name. No further corrections.

**MOTION:** Jonne moved to accept with spelling correction. Jolinda seconded. Jonne and Jolinda voted in favor. Jody abstained.

### Financials

The library manager presented the financials, bills, and payroll for both June and July, answered questions and provided additional details about major expenditures and items of note. One ledger correction was noted for June, which was to move the \$25 invoice for ELM from Utilities to Equipment and Maintenance.

#### *June*

- **MOTION:** Jolinda moved to approve the June financial statement as presented. Jody seconded. All in favor.
- **MOTION:** Jolinda moved to approve bills with the noted correction (\$25 ELM). Jody seconded. All in favor.
- **MOTION:** Jonne moved to approve payroll for June. Jody seconded. All in favor.

#### *July*

- **MOTION:** Jody moved to approve July's financial statement as presented. Jolinda seconded. All in favor.
- **MOTION:** Jolinda moved to approve the bills for July as presented. Jody seconded. All in favor.
- **MOTION:** Jolinda moved to approve payroll for July. Jonne seconded. All in favor.

### **Manager's Report**

The library manager reported out on summer programming, the library's booth at the Valley County Fair, partnership activities, grant applications, and upcoming events. Upcoming events include the Open House on August 24<sup>th</sup>, Old Mill Days & Star Party on September 21<sup>st</sup>, and end of the fiscal year on September 30<sup>th</sup>.

The library will begin enforcing a 14-day checkout period beginning September 2<sup>nd</sup> in alignment with approved board policy.

The manager also reported on the significant increase in unique visitors to the library during the summer months (up 78% between April and July).

### **Old Business**

*FY 19-20 Budget* – The budget reviewed and approved by the Board of Trustees on May 21, 2019 was adopted by city council and passed public hearing at the August 12 council meeting. The numbers approved in this budget will be reflected on the library's first financial statement of FY19-20 for the month of October 2019.

#### *Performance Evaluation and Merit Increase Policies*

The board reviewed both the proposed Performance Evaluation policy and the proposed Merit Increase policy. There were no changes required to the Performance Evaluation policy. The Merit Increase policy will be changed to remove the words "economic changes (i.e. cost of living increases)" from the first

paragraph and the entire last sentence of the second paragraph (begin “The library manager shall create...”).

**MOTION:** Jolinda moved to add the proposed “Performance Evaluation” and “Merit Increase” policies as corrected. Jody seconded. All in favor.

**ASSIGNMENT:** Amelia will update the official policy manual and send the revised version to current board members.

### **New Business**

#### *Board Application for Vernie*

Amelia asked if there was any conflict of interest with Vernie serving on both the Board of Trustees as well as the Friends of the Library board. Vernie clarified that there is no conflict of interest as long as she does not handle finances for the Friends.

**MOTION:** Jolinda moved to recommend to city council that Vernie’s board application be approved to fill the vacancy left by Kathleen Wilson. Jody seconded. All in favor.

**ASSIGNMENT** – Amelia email Heather to get on City Council agenda for next meeting.

#### *End of Year Budget Projection*

Amelia shared her projections for income and expenses for the remainder of the year ending September 30. She discussed differences in actual revenue and expenditures vs budget, as well as cash-flow and anticipated cash-on-hand at year end.

#### *Manager’s 120 Day Review Process*

The group discussed and decided that it would conduct a review of the manager’s 120 Day plan during Executive Session at the September board meeting. The purpose of the review will be to evaluate the manager against her 120 day plan and make a decision regarding the manager’s probationary status.

**ASSIGNMENT** – Amelia will prepare a presentation of her 120 Day Plan for the September meeting.

#### *Draft performance evaluation form*

Amelia presented a draft performance evaluation tool that she anticipates using with staff. The purpose of presenting the document was for information purposes and to demonstrate one of the products that resulted from her 120 day plan.

#### *Annual Plan of Operations FY19-20 & Planning for the Future*

These two agenda items were discussed simultaneously as they both fell under the umbrella of “strategic planning.”

There was clarification that the term “Annual Plan of Operations” is the operational plan created by the library manager. The plan created by the Board, and which was intended for discussion is the strategic plan. Jonne clarified what she meant by “annual theme” to mean strategic “focus areas” i.e. literacy, higher education, technical training, growing partnerships.

The group discussed approaches for how to begin the strategic planning process.

**ASSIGNMENT** – Amelia research what ICfL is doing around strategic planning and what services and guidance is available. Can they help us with a specific strategic planning workshop outside of normal board business meeting.

### **Executive Session**

Jolinda moved that we extend the meeting in order to go into executive session per Idaho code 74-206(1)(b). Jody seconded. Roll call – Jolinda yes, Jody yes, Jonne yes. Executive session entered at 8:03 w/ approval to extend meeting. Amelia and Vernie stayed as guests. Executive session ended 8:11

### **September 17<sup>th</sup> Meeting**

Agenda items

- Updated End Of Year Budget projections
- Manager report out on 120 day plan.
- Executive Session for Manager’s Review, specifically for the 120 day plan and closure of the probationary period.

### **City Council Meetings**

August 26<sup>th</sup> City Council Meeting – Jolinda will attend to present Vernie. Amelia will attend as well.  
September 9<sup>th</sup> – Vernie will attend w/ Amelia

Adjourn at 8:11.