

Official Minutes
September 12, 2019

Board of Trustees
Cascade Public Library

Call to Order: 5:30pm

Board members present: Mary H., Vernie K., Jonne H.,

Also in attendance: Amelia V.

Not present: Jolinda H., Denise T.

Open Discussion

Board members discussed a letter received from a patron expressing concern about the library's 14 day checkout period. Jonne will work on drafting a response.

Approval of Minutes

MOTION – Vernie moved to approve minutes as presented. Mary seconded. No discussion. All in favor.

Financials – TABLED FOR OCTOBER

August financial were not available due to the change in meeting date from September 17th to September 12th. It was agreed that the Board would wait until October meeting to approve these.

Old Business

The discussion of End of Year Financials was moved ahead of the manager's report in the interest of deciding how to proceed with the August financials.

End of Year Financials – The board reviewed the end-of-year projected financials with the manager and discussed how to proceed with the year-end request to move unexpended funds into the LGIP account. Prior to end of year we need to request funding to be moved into the LGIP category. \$2,033 in donations, and \$2,900 of CITY FUNDS as offset by same amount received as grants, \$500 in city funds offset by FotL donation for Billionix. \$5,433

MOTION: Jonne moved that the board authorize the library manager to prepare a memo to the city clerk requesting \$5,433 moved into the LGIP. This represents \$2,033 in donations, \$2,900 in city tax funds offset by grants, and \$500 city tax funds offset by a Friends of the Library donation. The memo is to be delivered prior to September 30. The manager has authority to adjust the final figure of the request in response to any changes in end-of-year projections, with concurrence of the board chair. Vernie seconded. All in favor.

ASSIGNMENT: Amelia will draft LGIP request memo and submit to City Clerk by September 23, 2019.

Manager's Report

Amelia presented her manager's report. Vernie pointed out that the library has a tablet on loan with the CAC that might be worth revisiting if we wanted to include it with the Dot and Dash kit, for families that don't have smartphones or tablets at home.

Old Business

Open House – Survey results discussion tabled for October to align with strategic planning.

Manager's 120-Day Plan report out: Amelia reported out on the status of each item in her 120 day plan. The Board discussed the process by which it would provide feedback to Amelia. Jonne handed out evaluation forms and will collect and compile feedback. Jonne and Jolinda will schedule a time to meet with Amelia to discuss results.

MOTION: Jonne moved that she will compile feedback and provide summary of results to Amelia in person along with Jolinda. Mary seconded. All in favor.

ASSIGNMENT: Board members and manager will all fill out an evaluation form and submit to Jonne.

Late Fine Policy – Tabled for October annual meeting. It will be included with overall policy manual discussion.

ASSIGNMENT: Amelia will send out white paper from Utah regarding going fine-free.

Strategic Planning – tabled for November (next meeting following annual meeting)

October Annual Meeting: Jonne reviewed the special agenda items that will occur at the October annual meeting, which include the appointment of officers, establishing meeting dates for the upcoming year, reviewing the plan of operation for the upcoming year, and reviewing and amending the bylaws, policies, and procedures. Board members will need to review the current policy manual and bylaws prior to the annual meeting so they can be prepared to propose any changes.

ASSIGNMENT: Amelia will update the current Board by-laws to include annual meeting agenda, and will create a separate packet of ANNUAL MEETING ITEMS by October 1. The remaining items in the normal board packet (i.e. financials) will come out on their normal schedule.

Executive Session

Due to lack of 4 out of 5 Board of Trustees members, executive session was not held.

Preliminary Agenda Items for October

Tabled items from September

- August Financials & Payroll
- Strategic Planning & Open House Survey Results (discussed concurrently)
- Late fine policy (to be discussed concurrently with review of policy manual)

Annual meeting items

City Council Meetings

Vernie will attend September 23 and October 14.

Meeting adjourned at 7:24pm.