

Minutes  
October 15, 2019

Board of Trustees  
Cascade Public Library

**Call to Order:** 5:30pm

**Board members present:** Mary H. (by phone), Vernie K., Jonne H.,

**Also in attendance:** Amelia, library manager; Patty Wold, guest and board applicant

**Open Discussion**

Jonne confirmed that all present were comfortable re-ordering the agenda.

**New Business**

*Board member application* – The board reviewed the application for membership from Patty Wold. Patty expressed her excitement for becoming a member and thanked the board for their consideration.

**MOTION** – Vernie moved to accept Patty’s application and recommend her to City Council for appointment. Mary seconded. All in favor.

**ASSIGNMENT:** Amelia will follow up with city clerk to ensure Patty’s appointment is on the October 28<sup>th</sup> City Council Agenda.

**Approval of Minutes**

**MOTION** – Vernie moved to approve the September 12 minutes as presented. Jonne seconded. No discussion. All in favor.

**Financials**

*September financials:* These were not available and will be tabled for review until the November meeting.

*August financials:* The board reviewed the August financial statement, detailed ledger/bills, and the payroll report and did not have any questions or concerns. Jonne provided an overview to Patty about the library’s process for approving library finances. Board members agreed to approve all three items in a single motion due to time constraints.

**MOTION** – Jonne moved to approve the financial statement, bills/ledger, and payroll for the eleven month period ending August 31, 2019. Vernie seconded. All in favor.

**New Business**

*Library Manager Probationary Period:* Jonne informed the board that she had met with Amelia to share the feedback regarding Amelia’s 120-day plan and probationary period, and that the City of Cascade did not require any formal documentation regarding Amelia’s probationary period. Jonne read to the board a memo she wrote confirming the official end of Amelia’s probationary period and noted that the memo will be place in Amelia's official personnel record

**MOTION:** Vernie moved to accept the memo releasing Amelia from her probationary period and submit it to the record. Mary seconded. All in favor.

### **Annual Meeting**

In the interest of time constraints, the board concurred that it would prioritize the board meeting dates, bylaws, and policy manual for action and table the remaining items from the Annual Meeting agenda.

*Establish meeting dates for upcoming year:* The board reviewed the list of meeting dates (attached) provided in the packet and agreed that the 3<sup>rd</sup> Tuesday of the month at 5:30 remained a good time to meet.

**MOTION:** Jonne moved to publish the dates as presented and continue to meet on the 3<sup>rd</sup> Tuesday of each month at 5:30pm. Vernie seconded. All in favor.

**ASSIGNMENT:** Amelia will post the approved dates for 2020 on the library's website and in the Library.

*Review, amend, repeal, or adopt Board By-laws:* Amelia noted the proposed revisions to the bylaws, which included changing the term "library director" to "library manager" in Article II, Section D, and inserting the agenda for the Annual Meeting into Article IV, Section C.

**MOTION:** Vernie moved to approve the Board Bylaws as presented. Jonne seconded. All in favor.

*Review, amend, repeal, or adopt Library Policy Manual:* Amelia reviewed the suggested revisions, which included scrivener's notes as well as edits to the following sections:

- Circulation Policy – Following discussion, the board agreed to keep the policy as-is and implement a six-month "fine-free" trial period. If the trial period was successful, the board would consider revising this section of policy.
- Internet, Computer, and Wireless – Suggested revisions included combining the section "Internet Use Policy" and "Wireless Access" policy into one section titled "Internet & Wireless Access." A new paragraph would be added to bring the policy into compliance with the Children's Internet Protection Act and Idaho Code Title 3 Chapter 27 Section 33-2741. The revised paragraph reads as follows:
  - The library adheres to Idaho Code Title 3 Chapter 27 Section 33-2741 and the federal Children's Internet Protection Act (CIPA) regarding internet content and filtering. In compliance with these laws, the library will maintain filters on all its publicly available computers and wireless internet. These filters block content deemed harmful to minors and are enabled at all times in order to ensure protection during any use of a computer or wireless internet access by a minor. An administrator, supervisor, or other authorized representative of the library may disable such filters at the request of a library patron to enable access for lawful purposes.
- Public relations policy – The board retained the specifics of the Public Relations policy, in order to be able to ensure they were included in the Library's planned policy.

**MOTION:** Mary moved to accept changes to the board policy per discussion, and to approve all scrivener's notes, corrections, and clarifying edits. Vernie seconded. All in favor.

**ASSIGNMENT:** Amelia will update the policy to include the approved changes and will send to board members and post on the library's website.

Mary left the meeting at 6:19pm.

The remaining attendees reviewed and discussed the current board terms to ensure everyone was familiar with the terms of each member. Those terms are outlined below for reference.

- Jody Green's vacancy, filled by Patty Wold – Expires December 31, 2023.
- Kathleen Wilson's vacancy, filled by Vernie Kushlan – Expires December 31 2020
- Jolinda Huckaby position is currently vacant – Expires December 31, 2020
- Mary Heinrichs position – Expires December 31 2021
- Jonne Hower's position – Expires December 31, 2022

City Council: October 28 – Patty Wold

Nov 11 – Vernie Kushlan

### **Preliminary Agenda Items for November 19th**

Tabled items from October

- September/End of Year for FY18-19 Financials, Bills, and Payroll
- Strategic Planning & Open House Survey Results (discussed concurrently)
- Annual Meeting Item: Appointment of Officers
- Annual Meeting Item: Review procedures
- Annual Meeting Item: Establish plan of operations for upcoming year
- Executive Session: Library manager 120-day plan feedback

Meeting adjourned at 6:23pm.