

Official Minutes
November 19, 2019

Board of Trustees
Cascade Public Library

Call to Order: 5:31pm

Board Members Present: Jonne Hower, Vernie Kushlan, Patty Wold

Also in attendance: Amelia Valasek, Library Manager

Open Discussion

The board welcomed Patty to her first meeting as an official Trustee. .

The group discussed recruiting new board members, as the board is currently two members short. Patty volunteered to make a pitch for board members at the next Chamber meeting. Patty also suggested Amelia should attend the December 5th “What’s Up” quarterly meeting. Jonne asked Amelia to talk to City Clerk about putting announcement on city water bill.

ASSIGNMENT: Amelia will work with clerk to put info about board vacancy on water bill, and to put information about board vacancy on the city website’s library department page.

ASSIGNMENT: Amelia will update the Board bylaws page to include meeting end time and process for extending board meetings, as was approved previously.

Approval of Minutes

MOTION: Vernie moved to approve the October 15, 2019 minutes as presented. Patty seconded. No discussion. All in favor.

Financials

September/EOY: Vernie asked if the library has a petty cash account. Amelia advised that it does not, but can look into it. Vernie asked who can use the D9 account. Amelia advised only staff can use this account. The group asked about the “Interest on Investment” income listed in the End-of-Year financials and asked for additional research about this item.

MOTION: Jonne moved to approve the financial statements for September and the FY18-19 Year-End Final financial statement. Patty seconded. All in favor

MOTION: Jonne moved to approve payment of bills for the month of September and FY18-19 year-end closeout bills. Vernie seconded. All in favor.

MOTION: Jonne moved to approve payroll for the pay periods ending 9/14/2019 and 9/28/2019. Patty seconded. All in favor.

ASSIGNMENT: Amelia will follow up with Clerk regarding “Interest on Investment” income.

ASSIGNMENT: Amelia will check with Clerk about options for library petty cash account.

October: The group reviewed the October financials, ledger, and payroll. No discussion.

MOTION: Patty moved to approve the financial statement for October. Jonne second. All in favor.

MOTION: Patty moved to approve the expenditures for October as presented in the ledger. Jonne second. All in favor.

MOTION: Vernie moved to approve payroll for the pay periods ending 10/12/2019 and 10/26/2019. Jonne seconded. All in favor.

End of Year Financial Overview and Closeout

It was clarified that the \$2,000 budgeted for Capital Investment is intended for future building, so it is not expected to be spent.

The group discussed what happens to unspent funds at year-end, and clarified that these funds are kept on record with the city for the Library as an “operating reserve.”

Manager’s Report

Amelia informed the group that her September report was available for their review in the packet, as it was not covered in the October meeting. However, only the October manager’s report was presented.

The LGIP account and year-end request process was explained to Patty.

Old Business

The group agreed to table Strategic Planning and Open House survey until the board is full. However, these items will be kept on the agenda to ensure they are covered at a future meeting.

New Business

Employee Action: The group reviewed the cover-letter and resume of Barb Sherman, who was the manager’s recommendation to fill the Program Coordinator position. Amelia discussed Barb’s qualifications and answered questions.

MOTION: Jonne moved to approve the hiring of Barb Sherman as Program Coordinator. Vernie seconded. All in favor.

Performance Objective for Manager: The group discussed the role of the board in supervising the library manager. Collectively, the board is the supervisor for the library manager. As such, it is the board’s roll to identify performance objectives and conduct the manager’s annual evaluation. It was also clarified that the chair serves as primary contact/voice of board in matters of routine supervision but that any formal action must be taken by the board as a whole.

The group discussed the CY2020 performance objectives proposed by the library manager, and requested two revisions:

- (1) Add a fifth performance objective that states the manager will “Complete and carry out all administrative duties and responsibilities as outlined in the library manager job description.”
- (2) Add “Leadership training as VMLC Vice Chair to assume the roll of Chair in November 2021” to professional development goals.

MOTION: Patty moved to approve the library manager’s annual performance objectives for CY2020 as revised. Vernie second. All in favor.

ASSIGNMENT: Amelia will update her performance objectives per notes given at meeting and will provide a copy to city hall to place in her official personnel file at the City.

Manager request to reduce hours: The group discussed the manager’s proposal to change the manager position from a 40/hr/wk full-time benefitted position to a 30 hr/wk part-time position that would be eligible for PERSI but not paid leave or health insurance. The group discussed the pros and cons of the proposed change and agreed to make the proposed change on a trial basis, with the agreement to reevaluate at the conclusion of the trial period.

MOTION: Patty moved to designate the manager position as 30 hrs/wk without health or leave benefits, with the ability to work up to 40 hrs/wk on a case-by-case basis if needed without prior board approval, where such increases in weekly hours would not revert the position to fulltime status. The change will be conducted on a trial basis for a period of 120 days to begin on the first day of the next pay period (11/24/2019). Vernie seconded. All in favor.

Fine amnesty: The manager expressed to the board her desire to conduct a fine amnesty for all existing fines. The purpose of this amnesty is to encourage people to return overdue items, reduce barriers, and create a more welcoming environment. The fine amnesty would also work hand-in-hand with the “fine free” trial being conducted by the library.

MOTION: Jonne moved to authorize amnesty for any previous fines and direct the library staff to implement the process. Patty seconded. All in favor.

ASSIGNMENT: Library manager will implement fine amnesty during the month of December.

Annual Meeting

Election of Officers: Vernie nominated herself for chair. Patty nominated herself for secretary.

MOTION: Patty moved to accept nominations for chair and secretary. Jonne seconded. All in favor.

Review Procedure Manual: Vernie suggested to include snow removal in the library procedures manual. Manager agreed that this was an appropriate and helpful item to include.

Preliminary Agenda Items

- Manager – Walk the board through what happens to budget with proposed staffing changes
- Manager – Provide data regarding 14-day checkout period and if/how it is affecting renewals
- Social Media Policy (Tabled)

City Council Meetings

November 25: Vernie

December 9: Amelia, Vernie

Meeting Adjourned: Meeting adjourned at 8:07pm