

Official Minutes

February 18, 2020

Board of Trustees
Cascade Public Library

Call to Order: 5:32pm

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

Also in attendance – Amelia Valasek, Library Manager

Open Discussion

Amelia noted for the record that the board did not meet in December 2019 or January 2020.

The library roof is leaking and needs to be repaired. The city inspector has looked at the roof and suggested it does not need to be replaced but can be spot-repaired. The library manager will get the ball rolling on the process of collecting bids and will inform the board of cost estimates. In the meantime, the city inspector has made spot-repairs in the worst areas to see us through the rest of winter/spring.

Patty informed the board that BSU is working on bringing a brick and mortar facility to Valley County. They have grants to help train librarians. More info to come.

Vernie informed everyone that Dr. Suess's birthday is in March and she will follow up about potential activities.

Amelia provided Patty with a copy of the Envoy newsletter for Board members.

ASSIGNMENT – Amelia will sign Patty up for the Envoy newsletter and update mailing list with ICfL.

Approval of Minutes

Jonne requested that references to specific persons and names for board recruitment be deleted from the official minutes for privacy reasons, and provided scrivener's notes for minor corrections.

MOTION: Patty moved to approve the November 2019 minutes with the specified changes. Vernie seconded. All in favor.

Financials

Amelia mentioned that there were expenses incurred in December that aren't on the ledger due to logistical accounting delays, and assured the board that the library is spending money on books and programs, etc.

MOTION: Jonne moved to approve the November 2019 and December 2019 financials. Patty seconded. All in favor.

Bills

No discussion. Board members did not have questions or concerns.

MOTION: Vernie moved to approve the November 2019 and December 2019 bills as presented in the ledger. Jonne seconded. All in favor.

Payroll

Amelia noted that January payroll was not available yet. Board members did not have questions or concerns.

MOTION: Patty moved to approve payroll for November 2019 and December 2019. Jonne seconded. All in favor. Nov & Dec

Manager's Report

Summer Planning Meeting: Vernie asked if anyone from the library would be attending this meeting on April 1. This meeting is hosted by Horizon for the purpose of coordinating community partners' summer programs.

ASSIGNMENT: Amelia will follow up with Program Coordinator to make sure this is on her calendar. Follow up with Vernie for additional details.

NEA Big Read: General discussion about the project and the opportunities it presents. The board was excited to hear about this collaboration.

LGIP Interest: The Board wanted to know if the interest reflected in the FY18-19 EOY financials is IN the LGIP account or just our general ledger account.

ASSIGNMENT: Amelia will follow up with Clerk to clarify which specific account the interest is in, and how we can track or move this payment into the LGIP account as part of the annual LGIP request process.

McCain Grant: Vernie pointed out that we have titles on loan at the CAC, so we should make sure we don't duplicate those titles when ordering STEM materials.

Professional Development: Jonne suggested that the board consider a policy regarding professional development participation and expectations. As part of the discussion, the topic of background checks was mentioned in regard to possible updates to the library's hiring policy

Old Business

Strategic Plan: Tabled until full board.

Social Media Policy: Amelia provided a high-level overview of the policy. Patty said she read the policy and thought it was good. No specific changes were recommended.

MOTION: Patty moved to approve social media policy as presented. Vernie seconded. All in favor.

Updates Regarding 14-Day Checkout Period: There was general discussion regarding the data compiled and presented by the library manager. Amelia will follow up with the patron who submitted the letter of concern regarding the 14-day checkout period if the patron should inquire.

New Business

Approval of Employee Action – Library Clerk: There was general discussion about the hiring process and reasons for selecting the proposed candidate.

Jonne asked if it would be possible to have a non-PERSI partner entity serve as the official employer or fiscal agent for this position to streamline logistical difficulties resulting from the chosen candidate's PERSI status.

ASSIGNMENT: Amelia will follow up with City Hall to see if this is an option.

MOTION: Jonne moved to approve Janet Chappell for official employment as library clerk, retroactive to January 30, 2020. Patty seconded. All in favor.

Budget Updates w/ Staffing Updates: General review and discussion. The board would like to include this information again in April when deciding whether to formalize the manager's part-time status.

The topic of the manager's performance evaluation was also raised, and whether this was something that needed further action outside of approving the manager's CY2020 performance objectives. The chair and manager informed the board that the manager had completed a self-evaluation if they wanted to see it.

ASSIGNMENT – Amelia will send the board her self-evaluation of performance, as sent to the Board Chair in December 2019.

Preliminary Agenda Items

- Strategic Plan (Tabled for full board)

March Meeting: After reviewing everyone's schedules, the board proposed to skip the March meeting due to lack of quorum. The next meeting will be in April unless there is need to call a special meeting for urgent matters.

CITY Council : Vernie will attend both February 24 and March 9. Amelia will attend March 9th.

Meeting Adjourned at 6:30pm.