

Official Minutes  
Board of Trustees, Cascade Public Library  
April 21, 2020

**Last Regular Board Meeting:** February 18, 2020

**Call to Order:** 5:26pm

**Attendees:** Vernie Kushlan (chair), Patty Wold (secretary), Jonne Hower

**Also in attendance:** Amelia Valasek (manager)

### Open Discussion

Vernie has two board applications she has passed out and is waiting to hear back from both potential applicants.

### Approval of Minutes

Jonne requested that a clarification be made to the item "Summer Planning Meeting" under the Manager's Report to read: "This meeting is hosted by Horizon for the purpose of coordinating community partners' summer programs."

Vernie asked if Amelia had found out about the LGIP funds. Amelia said she had reached out to the City Clerk shortly before the pandemic closures, but had not heard back.

**ASSIGNMENT:** Amelia will reach out to the City Clerk regarding the LGIP interest payment (per February minutes)

**MOTION:** Patty moved to approve the minutes from November 2019 with the correction noted. Vernie seconded. All in favor.

### Financials, Bills, Payroll

Vernie asked for clarification regarding expenditures under the "Children's Programs," as this line item was over budget and she was wondering how this would impact summer reading. Amelia explained that these expenditures were all related to the Kindergarten Ready grant and would not impact plans for summer reading.

The board reviewed the financials, bills/ledger, and payroll and decided to approve all of them together in one motion.

**MOTION:** Patty moved to approve the January and February financials, January and February bills, and the January and February payroll. Vernie seconded. All in favor.

### Library Manager Report

Amelia shared that the library was selected to receive the NEA Big Read grant for \$13,300 to support a county-wide community read program in coordination with the libraries in Donnelly and McCall. She mentioned that this may result in the library needing to re-open its FY19-20 budget, as spending these funds may put the library over the expenditure total approved by the board and city council.

Amelia asked if the board would like her to add Overdrive statistics to future reports, and the board agreed this would be helpful. Specifically, board members were curious about the number of Overdrive users in Cascade as well as the usage of text vs audio files.

**ASSIGNMENT:** Amelia will add Overdrive statistics to future Manager's Reports.

#### **Old Business**

Strategic Plan tabled until there is a full board.

#### **New Business**

##### *Library Manager Schedule*

The library manager was approved to change from a 40hr work week to a 30hr work week on a trial basis at the November 2019 regular board meeting. This schedule was set to be reviewed 120 days later, at the March 2020 regular meeting, which was cancelled. At the time of the April board meeting, the manager had worked this schedule for 150 days (5 months). Amelia said that after the trial period she felt 30hrs was sufficient time to get her work done, even while the library had been short staffed and implementing new programs. She felt the trial period had gone well, and stated that being fully staffed with three people all working 30hrs per week was going really well for everyone.

Jonne expressed concern that the trial period wasn't long enough to get a true representation of whether 30 hrs/wk was sufficient for the manager to accomplish her work. One reason cited was because for the last five weeks of the trial period the library had been closed to the public due to the COVID-19 pandemic. Jonne suggested extending the trial period for a month beyond when the library is able to be fully open per the Governor's recommendations on re-opening.

Amelia asked the board to keep in mind that their final decision in this matter could impact several areas of the library's operations, including the library's budget, as well as the schedules and paid hours of other library staff.

**MOTION:** Patty moved to extend the trial period as requested. Jonne seconded. All in favor.

##### *Conflict of Interest Policy*

Amelia explained that she had asked for this item on the agenda because it did not appear that the board had a conflict of interest policy for trustees outlined or cited in the board's bylaws. Jonne stated that the library adheres to the conflict of interest policy specified in Idaho's Open Meeting laws. Amelia said she would try to find the citation for that policy and update the board's bylaws for approval at the May meeting.

**ASSIGNMENT:** Amelia will locate the citation for the conflict of interest policy specified in Idaho's Open Meeting law or other applicable statute and will update board bylaws as necessary.

##### *COVID-19 Closures and Services*

Amelia provided an overview of potential curbside services that staff were thinking about, and the timeline for implementing these. Specifically, beginning Monday April 27<sup>th</sup> and running for two weeks through May 11 as a "soft" re-opening. If the Governor's "Stay at Home" order is lifted by then, the library will re-evaluate options for opening to the public. If the order is still in place, the library will continue to offer curbside services as appropriate. Amelia also stated that she and staff were thinking about how to handle summer reading if the

library is not able to be fully open by then. Patty said that Cascade students are learning how to use Google Classroom and the library may want to consider using that platform.

### *Budget Updates*

Amelia walked the board through budget projections for the second half of the fiscal year. No major problems or concerns were identified. While a lot can change in six months, as this time the library is projected to maintain a positive cash-flow through the end of the year.

The group discussed the budgeting timeline and process for FY20-21. The board suggested that we keep in mind potential technology costs for dealing with ongoing COVID-19 closures.

Amelia shared the FY20-21 budget schedule provided by the City Clerk. There was discussion regarding what steps the board needed to take and which meetings identified on the schedule the board and manager needed to attend. The board questioned whether they needed to schedule a special meeting prior to the regular May meeting in order to review the budget. Amelia informed the board that no special meeting had been held between the regular April and May meetings during the FY19-20 budget process and that everything had gone smoothly.

**ASSIGNMENT:** Amelia will follow up with the City Clerk regarding the FY20-21 Budget timeline, specifically what is the “Internal Budget Workshop” listed on May 6<sup>th</sup>, and how will this intersect with the Board’s timeline and responsibility?

**ASSIGNMENT:** Amelia will begin drafting a FY20-21 budget and work with Vernie on presenting it to the board. The board is tentatively scheduled to review and approve the budget for submission to the City at the May 19<sup>th</sup> meeting. All budgets are due to the Clerk by May 27<sup>th</sup>.

### **Preliminary Agenda Items for May**

- Review and approve FY20-21 budget for submission to City
- Updates on COVID Curbside & Summer Programming

### **City Council Meetings**

April 27, 2020 – Jonne

May 11, 2020 – Patty, Amelia

**Adjourn:** 6:48pm