

Official Minutes  
Special Meeting May 21, 2020  
Board of Trustees, Cascade Public Library

**Last Board Meeting:** April 21, 2020. The meeting scheduled for May 19<sup>th</sup> was postponed due to lack of a quorum.

**Attendees:** Vernie Kushlan (Chair), Patty Wold (Secretary), Jonne Hower (Trustee)

**Also in attendance:** Amelia Valasek (Manager), Denise Tangen (City Council)

**Call to Order:** 12:30pm

### Old Business

*COVID-19 Closures and options for service:* Amelia presented the library's plan for re-opening the building to the public and the logistical issues involved in expanding on-site services beyond curbside delivery. Jonne expressed concern that the library needed to provide more robust communication and innovative services to the community in order to justify the tax dollars being spent to keep the library fully staffed with limited on-site operations. She stated that while operations were under the purview of the library manager, she felt we weren't living up to our mission of being the "hub" of the community. She suggested, as ideas, pursuing a partnership with the Cascade Medical Center to provide health information, provide classes on how to use Zoom, create a YouTube channel with videos about new books, send out a flyer or newsletter to go out with the water bill, etc.

Amelia said she appreciated these suggestions and would take them under advisement once operations have stabilized sufficiently and staff have the necessary bandwidth to take on new programs and services.

### New Business

*FY20-21 Budget:* Jonne asked about the cost of replacing the library roof, how this might impact the budget, and whether the board might need to consider moving to a new building as part of the budget discussion for FY20-21. The general consensus was that without a full board or strategic plan in place, the budget was not likely to be impacted by the library moving in the upcoming year.

There was some discussion regarding who owned the current library building, who was responsible for the cost of replacing the roof, and whether the city might be able to assist with the cost of this repair. Denise said that she could check into these questions, but she wasn't sure what the outcome might be. Amelia advised the group that the library was still in the process of getting bids for having the roof replaced and thought it was more likely that the cost would be incurred this summer, in the current fiscal year, but wasn't 100% sure yet.

The group then agreed to move on to discussing the FY20-21 budget as it was presented. Amelia advised the board that the projected cost of the library's liability insurance and wireless filtering had decreased since sending out the original budget figures, so that the manager's preferred budget scenario showed a

slight surplus of about \$2,000. She advised that the surplus could be moved into the Capital investment expense line, as well as the collection development expense line to balance the budget.

Amelia discussed the various scenarios #1-4. She explained that scenario #1 was her preferred scenario and aligns with the budget narrative provided to the board. Scenario #2 shows how the budget would be impacted if the library did not receive the Steele Reese grant in August 2020. Denise from City Council advised that the library should assume it will get the grant so that it has the spending authority if it is awarded.

Amelia explained that scenarios #1 and #2 assumed a staffing structure where all three staff worked 30 hours, received PERSI, and no health insurance. Scenarios #3 & #4 represented what the budget would look like if the manager position were full-time and received full benefits, including PERSI and health insurance. She advised the board that if they wanted to budget for a full-time manager position they needed to factor in the cost of health insurance in addition to changes in payroll costs. There was no further discussion regarding the different scenarios for personnel costs.

Jonne inquired about the difference in the line-items for collection development between scenarios #1 and #2. Amelia clarified that the \$5,000 difference reflected what the budget might look like on this line if the library did not receive the Steele Reese grant, but that the library could still seek other funding.

**MOTION** – Vernie moved to accept the budget presented in scenario #1 for recommendation to City Council. Patty seconded. Roll-call vote was Vernie – yes. Patty – yes. Jonne – yes. All in favor, motion passed.

**ASSIGNMENT**: Amelia will submit the approved budget to the City Clerk prior to the May 27<sup>th</sup> deadline.

#### **Preliminary Agenda Items for June**

- Library Roof Replacement
- Items from the May 19<sup>th</sup> regular meeting agenda that were not addressed at the May 21<sup>st</sup> regular meeting.

Adjourn: 1:44pm