

Official Minutes  
Regular Meeting June 16, 2020  
Board of Trustees, Cascade Public Library

**Last Board Meeting:** May 21, 2020.

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

**Also in attendance:** Amelia Valasek, library manager; Rich Butterfield, board applicant; Denise Tangen, city council

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

### Old Business

*Agenda Amendment:* Vernie asked to update the agenda to include review and action on Rich Butterfield's board application, which was turned in the day prior to the meeting and which was an urgent item.

**MOTION:** Jonne moved to approve the change to the agenda, Vernie seconded. Roll-call vote: Vernie – yes. Jonne – yes. Patty – yes. All in favor.

**ASSIGNMENT:** Vernie will locate and fill out the form the board must complete to document the change to the agenda after it had been posted, and will bring the form to the library for the manager to submit to the clerk and put on record.

### Approval of Minutes

April 21, 2020: No discussion.

May 21, 2020: Clarification, the agenda lists minutes for May 19<sup>th</sup>, however there were no minutes for May 19<sup>th</sup> as this meeting was postponed. These are the minutes from the May 21 special meeting.

Jonne requested a change to the May 21 minutes. Under Old Business after the sentence beginning with "Jonne expressed" insert a sentence reading "She stated that while operations were under the purview of the Director, she felt we weren't living up to our mission of being the "hub" of the community."

**MOTION:** Patty moved to approve both sets of minutes with changes as discussed. Vernie seconded. All in favor.

**ASSIGNMENT:** Amelia will update minutes and post to the library website.

### Financials

Financial Statements for March and April 2020: No discussion.

**MOTION:** Jonne moved to approve the financial statements for March and April 2020. Patty seconded. All in favor.

Approval of Bills/Ledger for March and April 2020: Vernie pointed out that the ELM disc machine was something the former library director had been asked to discontinue and that Amelia was working on ending this contract.

**MOTION**: Patty moved to approve the bills as presented in the March and April ledger summaries. Jonne seconded. All in favor.

Approval of Payroll for March and April 2020: Jonne asked for clarification about the note mentioning Barb's back-pay. Amelia explained this Barb's approved leave qualified as a paid COVID absence and that she would be paid retroactively for these hours. Amelia also clarified that the library was tracking paid COVID leave separately.

**MOTION**: Vernie moved to approve payroll for March and April 2020. Patty seconded. All in favor.

### **Library Manager's Report**

Discussion: Vernie would like future manager's report to include stats about checkouts for Adult Lit, non-fiction, YA, and Children's books (physical only, not digital). Vernie also advised that Amelia should check with the Cascade Cultural Arts Center prior to purchasing audio-visual equipment for the CARES act grant.

Jonne asked about the library garden project and requested that if the Master Gardener volunteer pulled any perennials she would like to grab them and take them home. Amelia said she would put Jonne and the volunteer in touch directly.

### **Old Business**

Strategic Planning: Tabled until there is a full board.

Fine Free Trial Period & Policy: Vernie asked Amelia how the fine-free trial period went, over-all. Amelia expressed that it went well and cut down considerably on confrontations with library patrons regarding fines and when items were turned in. Amelia reported that there did not seem to be a noticeable increase in items being returned late.

Amelia asked if anyone had questions regarding the amended policy regarding returns, late fees, and replacement fines. No one did.

**MOTION**: Jonne moved to approve the revised policy as presented. Patty seconded. All in favor.

**ASSIGNMENT**: Amelia will update the policy manual and distribute to the board, post on website.

Conflict of Interest Policy: Vernie explained that the current board by-laws do not explicitly address conflict of interest. Jonne suggested adding the following language to the Board's by-laws: "The Library Board of Trustees adheres to *Title 74 of Idaho State Code: Transparent and Ethical Government Chapter 4 Ethics in Government* including rules regarding conflict of interest."

MOTION: Patty moved to amend the board by-laws to include the statement suggested above. Vernie seconded. All in favor.

**ASSIGNMENT:** Amelia will update the bylaws and distribute the revised policy manual.

### **New Business**

Library Roof: Amelia asked for clarification regarding where the board needs to be involved in major capital/building repairs. Vernie stated that the board needs to approve any single item that costs more than \$200, especially capital improvements or repairs. Amelia stated that we have not gotten any bids from the City inspector yet. Once bids are received, the manager would provide them to the board with her recommendations. The Board would make the final approval to move forward.

There was discussion regarding the cost to repair the existing roof until a new building was available, versus replacing the roof entirely. Amelia clarified that the city building inspector had expressed concerns whether temporary repairs would hold up to another winter.

No action was taken at this time, as more information is still needed from the contractor bids and city inspector.

Board application review and approval: Review and approve board application for Rich Butterfield.

MOTION: Jonne moved to recommend Mr. Butterfield's appointment to the library board to city council to fill the vacancy left by Mary with term ending 12/31/2021. Patty seconds. All in favor.

**ASSIGNMENT:** Amelia will send nomination to Heather for June 22 council meeting. Amelia will send Rich intro/onboarding materials for Trustees, set him up with his trustee email address.

### **Preliminary Agenda Items for July**

- Library roof updates

### **City Council meetings**

June 22 – Vernie, Rich

July 13 – Amelia, Vernie

Adjourn: 6:15pm