

Official Minutes
Regular Meeting July 21, 2020
Board of Trustees, Cascade Public Library

Last Board Meeting: June 16, 2020

Attendees: Vernie Kushlan (chair), Jonne Hower, Patty Giardina (formerly Wold) (secretary), Rich Butterfield

Also in attendance: Amelia Valasek, library manager

Call to order: 5:30pm

Open Discussion

Patty let the group know that the school district cut the counselor position. Patty will continue to do counseling on a contract basis. She also informed the board that school does have plans to have in-person school beginning this fall with enhanced cleaning protocols and contingencies plans for COVID outbreaks.

Assignment: Amelia will reach out to the Joni Stevenson (school principal) to verify who should be our primary connection to the school now that Patty's position is no longer in place.

Approval of Minutes

No corrections or changes were presented.

MOTION: Jonne moved to approve the June 16th minutes as presented. Vernie seconded. All in favor.

Assignment: Amelia will post approved minutes to library website.

Financials

Rich asked some clarifying questions about how to read the financial statements. Jonne asked about Friends of the Library and whether we need to be mindful of their primary income-stream (the book store) being closed and whether they would be in a position to continue supporting their commitments for the Library's Biblionix database fee. Vernie assured the Board that the FotL would be in a good position to continue with this support.

Rich asked about how grants are tracked and recorded across fiscal years and reported on our financials, and Amelia clarified the processes in place, specifically use of the "fund balance" income line item on our annual budget.

MOTION (Financial Statement): Patty moved to approve the May 2020 financial statement as presented. Rich second. All in favor.

MOTION (Bills/Ledger): Rich moved to approve the bills as presented on the May 2020 ledger. Patty second. All in favor.

MOTION (Payroll): Vernie moved to approve the May 2020 payroll as presented. Rich second. All in favor.

Library Manager Report

Amelia updated the board regarding current events and issues at the library. Board members did not have any major questions or concerns.

Jonne suggested next year for summer reading when COVID is past that we should think about having a big picnic with parents and the board on the last day.

Old Business

Library Roof: Amelia informed that board that she was able to speak directly with two different contractors who came by to look at the roof. Both of them thought the roof could survive another winter if we were careful about shoveling and not scraping any more asphalt. However, neither contractor had gotten back to her about whether there were more affordable options to extend the roof's useful life that didn't require a complete replacement. Ballpark estimate from one of the contractors on a complete replacement was in the neighborhood of \$20,000.

Rich suggested that if the library/board does decide to replace the entire roof next summer we probably need to book a contractor now, as most contractors are booked up to a year out. Amelia advised that if this was the case, we needed to make a serious decision by the fall of 2020 about our willingness to invest in the current building or take concrete steps toward a new facility. The group discussed the logistics of moving to a new building and raising funds. Jonne suggested the board may want to schedule a special meeting to discuss our building options but she felt that the the group need a framework in place for how to proceed with that discussion before such a special meeting was called.

Jonne suggested that Amelia should start doing some research about how to begin this process and what items a plan to move forward might need to address. Amelia advised that it may take some time to pull together a framework for discussion, but she could aim to have this ready by the September board meeting.

Jonne suggested that Amelia reach out to Shauna regarding a "barn raising" to repair the library roof as a community project. West Central Mountains Leadership Academy or apprenticeship programs.

Assignment: Amelia and Jonne will work on getting together a framework for discussing facility issues (building repair, new building) for review at the September regular board meeting.

Library Role and Objective During COVID: Amelia provided the board with a written summary of her thoughts regarding the library's role during COVID. The board indicated that they appreciated Amelia's input and did not have any further questions or discussion.

New Business

Mask Requirement Policy: The board discussed the draft mask requirement policy proposed by the library manager. The board decided that, because this was a temporary measure to respond to a specific need, it was not appropriate to include as a policy item, where policies are supposed to be more general and long-term in nature. After discussion, the group decided that the best course of action was to have the board act on the mask requirement as a directive rather than a policy.

Jonne advised that if library staff get pushback regarding the mask requirement, they are welcome to refer any such complaints to the board and should not feel obligated to address such complaints directly.

MOTION: Rich moved that the library board should direct the library manager to implement all recommended business protocols as provided by Tom Reinhart, medical director at the Cascade Medical Center. Vernie seconded. All in favor.

Assignment: Amelia will post the business protocols referenced above in a public place in the library.

End of Year Budget Projections: The board did not have any major questions or concerns regarding the projections as presented. Amelia reiterated that these were projections, and could change before the close of the fiscal year. There was some discussion regarding the LGIP account and when the library needed to submit its request to city council to transfer funds. The group decided to put this item on the August agenda to provide sufficient time for the process prior to the end of the fiscal year.

Assignment: Amelia will review the LGIP request that was submitted for FY18-19 and reach out to the city treasure for guidance regarding what can and cannot be moved from the library's unexpended operating budget into the LGIP account at year end.

Upcoming Month and Preliminary Agenda Items

Vernie reminded Amelia to send out student membership forms to school and send a spokesperson to the school. Patty advised that school registration is happening online this year.

Jonne pointed out that there was an error on the agenda. The August meeting is on the 18th not the 17th.

Vernie said she would attend both of the upcoming City Council meetings, and Jonne said she may attend if her schedule allowed.

Preliminary Agenda Items for August:

- LGIP request memo

Meeting Adjourned at 7:08pm