

Official Minutes
Regular Meeting August 18, 2020
Board of Trustees, Cascade Public Library

Last Board Meeting: July 21.2020

Attendees: Vernie Kushlan, Patty Giardina, Rich Butterfield, Jonne Hower

Also in attendance: Amelia Valasek, library manager

Call to Order: 5:30pm

Open Discussion

Discussion: Jonne wanted to talk about the possibility about having the Friends of the Library to create an endowment fund at ICF. She asked that we invite someone from the ICF to speak at the next Board meeting.

Amelia informed the board that Laura Bettis from the Donnelly Library Board/Laura Moore Cunningham Foundation stopped by for a quick tour.

Assignment: Vernie said she would check with Judy and see about steps for getting this ball rolling. Jonne will reach out to ICF for the invitation.

Approval of July Minutes

Discussion: No discussion or changes.

MOTION: Rich moved to approve the July 21, 2020 minutes as presented. Patty second. All in favor.

Financials

Discussion: Jonne asked for clarification about the backpay noted on the June payroll. Amelia clarified that this followed from an issue on the April payroll that had been discussed and approved at the June Board meeting. A copy of the approved April payroll from the June meeting was included in the Board packet for reference.

MOTION: Patty moved to approve the June financials as presented. Jonne seconded. All in favor.

MOTION: Patty moved to accept the June ledger as presented. Vernie seconded. All in favor.

MOTION: Rich moved to accept the June payroll as presented. Patty seconded. All in favor.

Library Manager Report

Discussion: Amelia went over the report. There was some discussion about the significant increase in Overdrive user stats in July compared to the rest of the year. Vernie suggested the increase in users might be partly due to "snowbirds." Jonne suggested that the increase in titles/selection on Overdrive

might also be encouraging more users. Rich asked about the mask policy and whether it has affected how people behave while inside, for example, if patrons feel safer and more comfortable, if they spend more or less time in the building, etc. Amelia said that the mask policy has not seemed to change browsing behavior compared to before the pandemic. The current restrictions primarily impact people who want to use the computers.

Jonne had a question about the contact at the school. Amelia advised that Joni Stevenson (the principal) will continue to be the primary contact point at the school. Jonne wanted to make sure that the relationship with the school is still being cultivated.

Old Business

New Roof: Discussion – Amelia provided two roof replacement estimates in the Board packet, both of which were received from the City Inspector in August and came in between \$22-25K. The purpose of providing these estimates was to inform the board of the likely cost, as these were the first official bids that had been submitted. Rich asked if the library had sufficient funds to cover a \$25,000 outlay. Jonne asked to clarify/confirm that the library could survive another winter, which the group confirmed. Amelia further informed the Board that one of the contractors had looked in the attic and verified that all the structural components appeared to be in good shape, with no signs of ongoing water damage. It was possible that the library could “limp along” with the current roof for another couple of years if care was taken to keep an eye on it.

New Business

LGIP: Discussion – Amelia presented the guidance that she had worked on with Heather (city treasurer) regarding the library’s LGIP account and what types of fund transfers into the LGIP were allowable. Jonne expressed concerns about the guidance that it did not align with what previous city administrations had said about the LGIP. Jonne also expressed that she felt it was not appropriate for the library director to work with the City Treasurer directly to create guidance about the LGIP and that this guidance should have been developed with the input of a board member. Amelia clarified that she was simply following up on an assignment listed in the minutes of the July board meeting.

Vernie suggested that she could go talk to Heather along with Amelia to address Jonne’s concerns.

Amelia advised that there has been nothing in writing regarding the reasoning or process for past LGIP requests and that this lack of written process was causing a lot of confusion. She also advised the Board that the library tried to request “city tax funds offset by grants” be moved into the LGIP at the close of FY18-19 but that the final letter ultimately did not include this language, as the Treasurer had strongly advised against doing so.

Assignment: Vernie and Amelia will set up a time to meet with Heather to discuss the following issues:

- What is the balance in Library Fund, including funds in the LGIP account.
- How do we access funds from the LGIP account if/when we need them?
- Clarify the “Non allowable” items from the LGIP guidance presented at the August 2020 meeting, since they differ from the board’s prior understanding of how this worked.

Fundraising: Discussion – Jonne discussed some general items the board should consider prior moving forward with any decisions regarding a new building. Specifically, she said that the board should consider options for the library’s administrative structure, including:

1. Pursue becoming a district library and implementing a levy
2. Remain a city library and build a new building either alone or in partnership with another community nonprofit.
3. Explore the option of a county-wide district library with the McCall and Donnelly library.

Jonne said that before the library begins fundraising, we need to know what we’re fundraising FOR, i.e our “operating umbrella” or our authority/structure.

Patty expressed a preference for the second option (city library with partners).

Amelia asked if we went with option #1 (district library) if we’d lose the operation support of the city (i.e. fiscal management, payroll, etc). Patty and Jonne confirmed that the library would become responsible for these things. Jonne said that option #1 may just trade one set of challenges for another.

There was discussion about possible partners if we were to pursue option #2.

Vernie expressed a preference for #2 to help cut down on infrastructure costs, ADA compliance, etc.

Jonne asked if it would be appropriate to implement a sub-committee or keep the discussion informational/informal at this point.

Rich said he didn’t have enough information to choose an option at this point. He asked if pursuing option #1 (becoming a district) would delay us from getting into a new building. Vernie and Jonne said that we could always pursue option #1 after moving into a new building.

Vernie expressed that she didn’t think McCall or Donnelly would be interested in option #3 (county-wide district).

The group discussed that if we went for option #1, we could incorporate the communities of Smiths Ferry, Yellow Pine, and other outlying areas who use the library but currently aren’t included in our official service area.

Rich expressed that he thought it would be more important to pursue a building at this time rather than changing our administrative structure, unless changing our structure would provide a financial benefit. There was general consensus that changing our admin structure would not significantly impact our decision to get a new building.

MOTION: Jonne moved that the board designate a subcommittee to explore, analyze, and submit to the board their findings with respect to option #2 - a shared building space with other nonprofits and city government. Patty seconded. All in favor.

Committee assignments: Patty expressed interest. Jonne expressed short-term interest. There was also discussion about the need to identify additional non-Board members, but the group agreed that they needed clarification on the process for identifying and appointing additional community members. The group also agreed that it would be best to keep the focus on sub-committee appointments narrowed

down to the following partner organizations: City Hall, Cultural Arts Center, and the Library, with potential for including the Friends of the Library if deemed appropriate.

MOTION: Vernie moved that Patty and Jonne are nominated to implement the sub-Committee. Rich seconded. All in favor.

Assignment: Patty and Jonne will research the process for appointing additional non-Board members to this subcommittee, including staff and representatives from community partners, and will present their findings to the Board at the September meeting. They will reach out to the full Board prior to issuing any official invitations to the subcommittee.

Next Meeting, Preliminary Agenda Items, Adjournment

City Council Meetings: Vernie confirmed that she will continue to attend city council meetings.

Preliminary Agenda Items:

- Discuss the annual meeting in October, including who would be willing to serve as officers.
- Approve an LGIP request letter (Amelia will provide a draft ahead of time).
- Sub-committee Report (make this a standing agenda item, before/after Manager's report)

Adjourn: 7:01pm