

Official Minutes  
Regular Meeting October 20, 2020  
Board of Trustees, Cascade Public Library

**Last Board Meeting:** September 15, 2020

**Attendees:** Vernie Kushlan, Patty Giardina, Rich Butterfield

**Also in attendance:** Rosemary Reinhardt, Amelia Valasek, council woman Tangen (joined at 5:38)

**Call to Order:** 5:31

### Open Discussion

Discussion: Vernie notified the board members that City Council has approved Cascade to be a “gun sanctuary city” and suggested that they familiarize themselves with this issue.

The board agreed that it needed to amend the agenda to include Jonne Hower’s resignation from the board under new business.

The Board agreed to move “New Business” to top of agenda, as some pertinent guests needed to leave the meeting early.

### New Business

Library Manager Resignation: Amelia notified the board of her resignation and updated them on the timeline. She made sure to emphasize that she will remain available for questions, training, or other needs after her separation on November 14<sup>th</sup>.

Amelia recommended keeping the staffing structure as it currently stands (3 positions at 30hrs/week each). Amelia also suggested that the Board consider implementing paid leave for any library staff working 30hrs/wk as an incentive for recruiting and retaining high quality people to the library staff.

Patty suggested that the board should open the position to the community and encourage existing staff to apply. Vernie said she spoke with City Hall and verified that we can promote from within without having to post an open job notice. The board will think about the situation and Amelia’s recommendations for future action, and asked that this item be put on the agenda for November’s meeting.

Current Board Applications: There was discussion about Rosemary Reinhardt’s application, specifically in regard to her residency and whether she meets the requirements for that. Vernie confirmed that she spoke with the City and that their official guidelines for residency is where a person is registered vote.

**MOTION:** Vernie moved that the board recommend Rosemary Reinhardt’s to city council for appointment to the Cascade Public Library board of trustees. Rich seconded. All in favor. .

**MOTION:** Vernie motioned that the board accept Jonne Hower’s resignation from the board. Patty seconded. All approved.

**Assignment:** Amelia will follow up with City hall to ensure Rosemary’s board application appears on the agenda for the next City Council meeting.

## Approval of September Minutes

*Discussion:* Patty pointed out a minor correction. Under “New Business” the last sentence of the first paragraph needs to remove the word “treasure” and insert the word “city treasurer.”

**MOTION:** Rich moved to approve the minutes with the correction as noted above. Patty seconded. All in favor

**Assignment:** Amelia will make correction and post the minutes to the library website.

## Financials

*Discussion:* Rich asked about the library’s positive grant balance and how grant funds are carried across fiscal years. Amelia explained about the fund balance line in the budgeting process. Amelia also explained that the main contributing factor to the library’s positive cash balance at the end of FY19-20 had more to do with cost savings in salary and travel than in grant revenue. All items approved in single motion.

**MOTION:** Financials. Rich moved to approve the financials, ledger, and payroll as presented in the board packet. Vernie seconded. All in favor.

**Assignment:** Amelia will send Rich the budget narrative for the FY20-21 budget, as it covers which grants will be carried from FY19-20 into FY20-21 and the process for doing so.

## Library Manager Report

*Discussion:* Amelia asked if anyone had any questions. As no one did, there was no discussion.

## Subcommittee Report

*Discussion:* Patty reported that she and Jonne found a wide variance on the cost per square foot of commercial real estate (\$100-250). The subcommittee also felt it was important to have a full board, or at least four members before moving forward in a significant way.

## Old Business

*Library Staff Payscale:* Vernie expressed that she felt the city should have better consistency in its payscale for all city staff. Denise recommended that the library should request an increase in city tax dollar revenue from the city and to plan for this request in the FY21-22 budget-stting. Denise expressed that she felt it was the library’s turn to get caught up to the other departments in regards to staff pay.

Amelia reiterated her suggestion that the board to consider providing paid leave for all library staff as a way to make up for the payscale issue until the budget can be addressed. All three Board members agreed that this was a reasonable option, assuming that the library does not have to hold reserve funds in its budget for leave pay-out. Amelia and Vernie will meet with the city treasurer to discuss possible options for implementing paid leave in a way that has minimum impact on the library’s FY20-21 budget.

**MOTION:** Rich moved that the board recommend implementing paid leave for all library staff working 30 hours per week, with logistical details to be discussed. Patty seconded. All in favor.

**Assignment:** Amelia and Vernie will discuss with City Hall to determine the feasibility and timeline for implementing paid leave, per the board's recommendation.

### **Annual Meeting**

*Appointment of Officers:* Patty nominated Vernie to continue as board chair. Vernie asked whether the board would like to retain the same slate of officers from last year, with Vernie as chair and Patty as secretary. The board concurred.

**MOTION:** Vernie moved to retain the current officers in their current positions (Vernie as chair, Patty as secretary). Rich seconded. All in favor.

*Establish Meeting Dates:* The board agreed to continue with 3<sup>rd</sup> Tuesday of each month. Patty asked if the Board would be open to having meetings during the day rather than evening, to make it easier for the library manager's schedule. She also asked if the board wanted to consider quarterly meetings instead of monthly meetings. The group discussed and agreed to move the meeting time to 9am.

**MOTION:** Patty moved that board meetings be held at 9am on the third Tuesday of every month beginning with the November 2020 meeting. Vernie seconded. All in favor.

**Assignment:** Amelia will post the calendar dates for the year's meetings on the website and in the library lobby, and will update the standing Zoom meeting with the new time of 9am.

*Review/Update Bylaws:* Amelia explained the process of using a consent agenda and the board generally agreed it was a good process and opted to adopt it as part of their meeting procedure. The board also agreed to remove the specific meeting time from board bylaws in order to provide more flexibility to change the meeting time without having to revise and approve the bylaws. A few minor content changes were also made to the bylaws, which are outlined as revision notes in the attached copy of the library policy manual (see appendix A).

**MOTION:** Rich moved to accept the proposed changes to the board bylaws (as outlined in the attached copy of the document). Vernie seconded. All in favor

**Assignment:** Amelia will update and publish the changes to board bylaws in the official policy manual.

*Review/Update Policy Manual:* Board members and the library manager discussed sections of the policy manual they felt warranted revision. Changes were made to the following sections. Please refer to the attached copy of the library policy manual for a complete list of line edits.

- Library Use Policy (Now Library Use and Membership Policy). Content revised to include and clarify different types of memberships and any restrictions associated with each.
- Library Cards. Section removed in whole.
- Kindle Checkout Policy (Now Kindle & Tablet, and Electronics Checkout Policy). Content revised to clarify and update information and to include all forms of electronic devices.
- Rules of Conduct . Changed formatting but did not change content. Sub-items pertaining to service animals were indented and assigned letters, remaining list items were re-numbered.

- Public Relations Policy – Content specifying how the policy should be carried out at the operational level was removed and will be inserted into the library’s procedure manual.
- Appendix D: Kindle User Agreement (Now Kindle and Tablet User Agreement). Content revised and updated to align with the revised policy.
- Appendix D: Job descriptions. Content revised for Library Manager and Program Coordinator to clarify who is responsible for collection development.

**MOTION:** Rich moved to approve the changes discussed, as summarized above and outlined in detail in the attached document. Patty seconded. All in favor.

**Assignment:** Amelia will finalize the approved changes and publish the revised policy manual to the website, and send to board members.

Review Library Procedures: Amelia discussed the purpose and format of procedures manual. She explained that it wasn’t a very pretty or well formatted document because it is a “living document” that is always in the process of being added to. It isn’t intended to be published or viewed in a public setting. Rather, it’s a place to get processes down in writing so they can be referred to by staff and volunteers and ensure a modicum of consistency and stability.

The board did not have any questions, concerns, or suggestions in regards to the existing procedures document.

Establish Plan of Operations for Upcoming Year: The board discussed it’s major goals it wanted to work on for the upcoming year. These goals are:

- Work toward a new library building
- Hire a new library manager to replace the departing manager
- Address payscale equity for library staff in the FY20-21 budgeting process.
- Recruit a full board

### **Next Meeting, Preliminary Agenda Items, Adjournment**

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

Next library board meeting: November 17<sup>th</sup> at 9am.

**Assignment:** Amelia change Zoom meeting settings for new meeting time.

**Assignment:** Amelia and Patty meet to go over secretarial functions

Preliminary Agenda Items:

- Possibility for scholarships for library membership fees
- Process for hiring new manager

Adjourn: 7:28