

## Official Minutes

Regular Meeting December 15, 2020  
Board of Trustees, Cascade Public Library

**Last Board Meeting:** November 17, 2020

**Attendees:** Vernie Kushlan, Patty Wold, Rosemary Reinhardt

**Also in attendance:** Janey Chappell

**Call to order:** 9:04 a.m.

### Open Discussion

Discussion: Vernie mentioned that she attended the City Council meeting December 14, 2020. In summary - they reopened the budget, approved dog registration/fee and have a request pending for a 3 mile recreational vehicle side by side poker run for summer 2021.

### Consent Agenda

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- Minutes – November 17, 2020
- Financial Statements & Ledgers
  - FY19-20 End of Year financials – Updated Notes-A.Valesek
  - FY19-20 End of Year expenditures
    - Incurred prior to September 30 but paid in October
  - FY20-21 October financials
  - FY20-21 October expenditures
  - FY20-21 November financials
  - FY20-21 November expenditures
- Payroll – November 2020

**MOTION:** Rosemary moved to approve items on consent agenda. Patty seconded, All in favor.

#### Manager's Report – November 2020

No questions/discussion

#### Library improvement – request for consideration

Discussion about using funds of \$2,500 from Steele Reese grant for painting the interior of the library – this grant was bookmarked for library improvements. Vernie mentioned that the library interior was painted 3 to 4 years ago by a senior scout project and the library was closed for several weekends to complete. Vernie is hesitant about making improvements we can't take with us if a new building/space for the library is acquired. In conclusion - The board suggested that the decision on how to allocate those funds should be tabled until the library manager position is secured. Plan is to revisit this in the January board meeting.

### Subcommittee Reports

Patty stated that there hasn't been any movement on this over the last month. Patty and Rosemary plan to get together via zoom and discuss. Vernie mentioned she has some information to share regarding

previous work/progress in this area and will print this information and bring it to the library and also forward what she has, as well.

## **Old Business**

### Library Manager Position

Vernie discussed the current library manager opening and acknowledged that Janey had previously advised her that she does not plan to apply for this position. Janey mentioned that if this decision changes - she will apply for the position during the time it is advertised for the consideration process. Vernie will work with Heather at City Hall to post the library manager opening in the Star News, Idaho Statesman and Indeed. It was noted that some of the qualifications should include management skills, as well as, library experience preferred, but not required. Board discussed that the wage for this position will be offered at \$16 hour, 30 hours a week with PERSI benefits. Vernie mentioned that she is still looking in to the current library pay-scale and aligning the wages with other City employees, but this will have to be discussed later for the 21/22 fiscal year. The board also discussed concerns with filling the management position due to housing concerns/shortages in Cascade. Vernie will work with Heather at City Hall as to whether to post the job last week of December or after the New Year as the City will also be posting a job opening for City Clerk.

Assignment: –Janey to post the library manager position on library’s website and facebook page once this information is received from Vernie.

## **New Business**

### Cascade Public Library Membership Scholarship Program

Discussed assignment from last board meeting regarding out of City limit patrons who state they can’t afford to pay for a membership. McCall has some funds coming from the Friends of the Library, however Vernie mentioned the Cascade Friends of the Library already supports the Poetry Slam and ½ of Biblionix (library database system). Patty suggested looking into a grant from the Laura Moore Cunningham Foundation. In conclusion, the board agreed that since there is not a huge request for scholarships at the time - to create a small campaign internally and see if funds can be generated and look at expanding this going forward.

Rosemary mentioned having some marketing on the library’s facebook page, however the library is not set up to accept credit cards. Rosemary suggested the library should look at becoming a little more sophisticated down the road for accepting revenue online/credit cards etc. Rosemary also suggested posting some information about the campaign at some of the businesses in Cascade such as \*Cascade Motor Sports or Watkins, for example - “Donate your change...” Rosemary also offered to be 1 of the first donors towards the new scholarship fund. Rosemary will also send a - good faith application - that can be used as a guideline for patrons and the scholarship approval process.

Assignment: Janey to create some marketing around a scholarship campaign and forward it to the Board for suggestions and input. Post that process - Janey will get this information on the library website and facebook page, as well as, look at posting similar information at some of the Cascade \*businesses as suggested by Rosemary.

## Executive Session

No discussion

### Next Meeting, Preliminary Agenda Items, Adjournment

Next meeting date: January 19, 2021 - 9:00 a.m. Preliminary agenda items

- Library Director Position - Job Opening
- Scholarship Program – Track Requests & Update on Scholarship Fund Campaign
- \$2,500 Steele Reed Grant – Revisit library improvements/painting from prior meeting

City Council meetings

- January 11, 2021
- January 25, 2021

**Adjourn:** 9:39 a.m.