

**Official Minutes**  
Regular Meeting January 19, 2021  
Board of Trustees - Cascade Public Library

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

**Attendees:** Vernie Kushlan, Rich Butterfield, Rosemary Reinhardt and Rachel Huckaby

**Also in attendance:** Janey Chappell

**Call to Order:** 9:02 a.m.

**Open Discussion**

Vernie: Attended last City Hall meeting on January 11, 2021 - not much to report. City Hall meetings are the 2<sup>nd</sup> and 4<sup>th</sup> Monday of every month and open to the public. Zoom meeting info can be found on the City website.

**Consent Agenda:**

**Minutes – December 15, 2020**

No discussion or changes

**Financial Statements & Ledgers**

FY20-21 December 2020 Financials

FY20-21 December 2020 Expenditures

Rich: Question on \$900 Invoice for Biblionix paid out in December. This is the annual fee for the Apollo database system used by the library to manage all patrons, books, records, etc.

**Assignment:** Vernie requested Janey to create a letter and send it to Judy Nissula at the City as she is the Treasurer and the Friends of the Library pays ½ of the annual Biblionix invoice.

**Payroll – December 2020**

No discussion or changes

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

**Library Manager's Report – December 2020:**

**Curbside Service:**

Rich: Questioned on when the library plans to open back to public entrance. After brief discussion – CPL will communicate the exact date of opening with the Board.

**Library Roof:**

The library roof experienced some damage last winter with some interior leaking damage on the ceiling in the main area that was repaired last year. At this time the interior ceiling does not show any new damage or leaking.

Vernie: The library roof is flat - Consider the shoveling maintenance approved when needed.

**Assignment:** Vernie suggested getting referrals for roof shoveling from Darryl at the City. Janey has a request in to the City to have Darryl look at the roof and will get his recommendations when it is deemed necessary to pursue maintenance and shovel roof.

**Library Scholarships:**

Brief discussion on the membership scholarship fund that was created last month due to a generous donation from a Board member. The board noted that these funds could be used as a partial payment for an annual membership or a 3 month or 6 month membership rather than just paying the full membership of \$45.

**Assignment:** Janey to run a report to see how many Cascade Library memberships are “paid” and report back on next meeting, as well as, keep track of patrons request for funding assistance.

**Library Manager Position:**

Vernie mentioned that she has requested the City post the Library Manager position on few occasions and that she has received 1 application. The ad has not yet been posted in the Star News or Indeed. Vernie wants the position posted in the Star News and Rachel said she will follow-up on this.

**Assignment:** Vernie requested Janey to post the Library Manager opening on the home/front page of the Cascade Public Library website.

**Steele Reese Grant:**

Brief discussion on prior meeting about request to paint interior of the library. It was concluded to wait until the new library manager is hired so the decision on how best to use these funds can be under their guidance.

**IDH: Idaho Cares Act Grant:**

Brief discussion on use of Gopro to fulfill grant requirements in February 2021.

**Assignment:** Vernie: Suggested Janey contact Shauna Arnold.

**Executive Session:**

No discussion

**New Business:**

Rosemary: Mentioned that she has been approached by a community member stating they have several puzzles they would like to donate. Ideas discussed were whether the Friends of the Library would like to sell them or to put on the library free shelf.

Conclusion: Put the puzzles on the book/free shelf in the library and create a “take one – leave one” puzzle display using the honor system to share puzzles.

**Assignment:**

Vernie: Requested Janey to take some books over to the Friends of the Library building to make some room for the puzzles and create a signage for the puzzle exchange.

**Next meeting, Preliminary Agenda Items, Adjournment**

Next meeting date: February 16, 2021 – 9:00 a.m.

**Preliminary Agenda Items:**

- Library Manager Position

- Scholarship Fund Report (assignment)
- Steele Reese

**City Council Meetings:**

January 25, 2021 - 6 p.m.

February 8, 2021 - 6 p.m.

**Adjourn:** 9:30 a.m.