

Official Minutes

Regular Meeting February 16, 2021
Board of Trustees, Cascade Public Library

Last Board Meeting: January 19, 2021

Attendees: Vernie Kushlan (Chair), Rich Butterfield, Rosemary Reinhardt and Rachel Huckaby (Council Woman)

Also in Attendance: Janey Chappell (Interim Manager)

Call to Order: 9:00 a.m.

Open Discussion

No Discussion

Consent Agenda

Assignment: Vernie requested that Janey amend the Board Agenda to include “Old Business” above Library Manager Position.

Minutes - January 19, 2021

Assignment: Per Vernie’s request – Janey to remove the comments noted in January draft minutes on Program Coordinator as this took place after discussion was closed.

Executive Session – No changes requested for February 10, 2021 Minutes

Financial Statements & Ledgers

- FY20-21 January Financials
- FY20-21 January Expenditures

Question on postage noted on financial statement. Janey confirmed that postage is for an ILL (Inner Library Loan) returned a borrowed book, not for returning a book for a patron’s personal check-out.

Vernie noted that the financial statements do not reflect the June tax revenue yet.

Overall the library is below expected expenditures for the fiscal year, primarily due to staff salaries per not running operation with a full staff for a few months.

Payroll – January 2021

Board noted that payroll showed .34 in overtime. Janey mentioned she was unsure why this was accrued and will reiterate to staff to avoid overtime.

MOTION: Rich Butterfield moved to approve items on the consent agenda, Rosemary Reinhardt second, All in favor.

Manager's Report – January 2021

No comments on manager's report

Library Manager Position

The library position has been offered and the Board is currently waiting to hear if applicant accepted.

Scholarship Fund Report (Included in Manager's Report)

Subcommittee Reports

Brief discussion on new library location – The Cascade Store is for sale. Rosemary questioned whether the Cascade Store had been considered. Vernie mentioned that she was not sure if that building structure could hold the weight of books. Rosemary suggested it is worth considering. Rosemary will pursue acquiring a Realtor and feasibility study. Vernie mentioned there is some money saved for newer building and the library would look in to grants. Rachel mentioned that the library currently has \$119K in LGIP account and \$27k in Friends of the Library fund. Conclusion to continue research and set goal for building and look in to grant support from Leslie.

Old Business

Steele Reese Grant Improvements – Keep on agenda for New Manager

New Business

N/A

Executive Session

No new discussion

Next Meeting, Preliminary Agenda Items, Adjournment

Next meeting date: March 16, 2021 - 9:00 a.m. Preliminary agenda items

- Old Business
- Library Manager Position
- Sub-Committee - New Building
- Library Roof

City Council meetings:

- February 8, 2021
- February 22, 2021

Adjourn: 9:23 a.m.