

Official Minutes

Regular Meeting February 28, 2023, 4:00 PM
Board of Trustees – Cascade Public Library

Last Board Meeting: February 7, 2022

Call to Order: 4:04 PM

Roll Call

- In Person: Trustee Taci Davis, Trustee Rosemary Reinhardt, Director Maria Guest.
- Present via ZOOM: Chairman Butterfield, Clay Ritter of ICFL (Idaho Commission for Libraries).
- Absent: Trustee Molly Wegener.
- Also present: Marilyn Griggs.
- Established that a Trustee quorum was present.

Introduce visitors

- Director Guest introduced the Board to Clay Ritter of ICFL. One of Mr. Ritter's duties at ICFL is to provide consulting services for library staff and trustees relating to strategic planning.

Approve Agenda:

- Trustee Reinhardt recommended that Agenda Item #3 "Introduction of new Trustee Member" be deleted, as Trustee Wegener was absent.
- Motion to approve the agenda with the above change was made by Trustee Reinhardt, 2nd by Trustee Davis, motion carried.

Questions/Comments from the Public:

- There were no questions/comments from the public.

Report from Friends of the Library (FOL): Judy Smith

- Judy Smith reported via email. She requested that the Library not accept donations of books for the Bookstore. The Bookstore only accepts donations when they are open, and do not accept large (e.g. multiple boxes) donations, DVDs, VCR tapes, magazines, or coffee table books.
- Additionally, the Bookstore continues to have lots of traffic, and receives generous cash donations from their visitors.

Discussion with ICFL/Clay Ritter on Strategic Planning (SP):

- Mr. Ritter gave the following overview of Strategic Planning (SP), as well as providing written materials as a resource:
- What is it? SP outlines short and long term priorities for Library. It provides guidance as to what the role of the library is in the community.
- Why have one? SP provides a tool for evaluation and assessment of the Library's performance. It measures programs that work well, and those that are less successful. It shows the community and stakeholders that the library exists for them.

- Parts of the SP: A SP should include, but is not limited to:
 - a Mission Statement, Vision Statement;
 - Goals which are measurable, attainable, and adaptable;
 - Assessment of Users Needs and Wants;
 - Outcomes.
- Chairman Butterfield thanked Mr. Ritter for the information. Mr. Ritter then exited the Zoom meeting.

Consent Agenda:

Minutes

- Minutes from the prior Regular Meeting January 31, 2023 and the Special Meeting February 7, 2023 were reviewed.

Financials

- January 2023 Financial Statements were reviewed.

Director's Report

- Director's report dated February 28, 2023 was reviewed.

Motion to accept the Minutes, Financials, and Director's Report was made by Trustee Reinhardt, 2nd by Chairman Butterfield. Motion carried.

Unfinished Business:

Review and approve recommended changes to Library Policy Manual dated October 20, 2020:

- **Interlibrary Loan:** It was recommended that the "Interlibrary Loan" policy on page 4 be eliminated. The Trustees were not in favor of this recommendation. No action was taken. The policy will remain in place.
- **Library Membership Application Form:** It was recommended that the "Library Use and Membership Policy" on page 3 be supplemented with a new form "Appendix C – Cascade Public Library Patron Application Form." The Trustees were not in favor of this recommendation. No action was taken. The policy will remain in place, and the current application form will continue to be used.
- **Electronic Devices/Gadget Policy:** It was recommended that the "Kindle & Tablet, and Electronics Checkout Policy" on page 5 be supplemented with a new form "Appendix D – Device/Gadget Check Out Form and Liability Waiver." The Trustees were not in favor of this recommendation. The policy will remain in place. The current associated "Appendix D: Kindle and Table User Agreement" on page 24 will be renamed "Appendix D: Electronic Devices and Gadgets." Additionally, it will be supplemented with a table itemizing specific costs that the user agrees to be liable for should the device be lost or damaged.
- **Meeting Room Policy:** It was recommended that the "Meeting Area Policy" on page 6 be supplemented with an updated user agreement form. The Trustees agreed. The current "Appendix E: Meeting Room Policy" on page 26 will be replaced with a new "Appendix E: Meeting Room Use Agreement Form." It will include language that the user has read and understands the terms of the agreement, and agrees to abide by them.
- A motion to approve the above recommendations with the changes noted as discussed was made by Trustee Reinhardt, 2nd by Trustee Davis. Motion carried.

Note: the time was now 6:40 PM. All Trustees agreed to stay in session beyond the normal time frame in order to complete the agenda items.

New Business:

Director's request for a 4 day/10 hour work week:

- No action was needed or taken. Director Guest is a salaried employee, and is not bound by a time clock. The expectation is that she will work the necessary time required to complete the work to be done.

Discuss House Bill No. 139:

- No action was needed or taken. This was on the agenda to raise awareness of pending legislation by the State of Idaho which would directly impact all public libraries.

Adjournment:

Motion to adjourn meeting was made by Chairman Butterfield, 2nd by Trustee Reinhardt. Motion carried. Meeting was adjourned at 6:51 pm.