

## Official Minutes

Regular Meeting April 25, 2023, 4:00 PM  
Board of Trustees – Cascade Public Library

**Last Board Meeting:** March 28, 2023

**Call to Order:** 4:02 PM

### Roll Call

- In Person: Chairman Richard Butterfield, Trustee Taci Davis, Trustee Molly Wegener, Director Maria Guest, City Council member Rachel Huckaby, Friends of Cascade Library representative Judy Smith.
- Present via ZOOM: none.
- Also present: Marilyn Griggs.
- Trustee Reinhardt has resigned her position. She was not present.
- Established that a Trustee quorum was present.

### Introduce visitors

- There were no visitors present.

### Approve Agenda:

- The original agenda was modified prior to the start of the meeting to include item 10b Determine Special Board Meeting date and time to approve next fiscal year's budget.
- Motion to approve the agenda with the above addition was made by Trustee Wegener, 2<sup>nd</sup> by Trustee Davis. Motion carried.

### Questions/Comments from the Public:

- There were no questions/comments from the public.

### Report from Friends of the Cascade Library (FOCL): Judy Smith

- FOCL has contracted to paint the exterior of the bookstore. This will be scheduled after the snow melts, and when the bookstore is closed.

### Consent Agenda:

#### Minutes

- Minutes from the prior Regular Meeting March 28, 2023 were reviewed.

#### Financials

- March 2023 Financial Statements were reviewed.

#### Director's Report

- Director's report dated April 25, 2023 was reviewed.

Motion to accept the Minutes, Financials, and Director's Report was made by Trustee Wegener, 2<sup>nd</sup> by Trustee Davis. Motion carried.

**Unfinished Business:**

- There was no unfinished business to discuss.

**New Business:****New date/time for Board Meeting:**

- Motion to change regular BOT meeting to the 4<sup>th</sup> Wednesday of each month at 4:00 P.M. was made by Chairman Butterfield, 2<sup>nd</sup> by Trustee Wegener. Motion carried.

**Determine Special Board Meeting date/time to approve next year's budget:**

- Motion to meet May 3, 2023 at 10:00 a.m. was made by Chairman Butterfield, 2<sup>nd</sup> by Trustee Wegener. Motion carried.

**Discuss and approve MOU with FOCL:**

- Director Guest would like a Memorandum of Understanding (MOU) with FOCL to clarify the relationship between the two entities, and use it to assist with budgeting, as well as for establishing short term and long term goals.
- The MOU will need to be agreed upon by both the Library Board of Trustees and the FOCL. It will then need to be reviewed by the Cascade City Attorney, and signed by the Mayor.
- The approval was tabled until the above occurs.

**Sign Interlibrary Loan contract:**

- Chairman Butterfield signed the contract prior to the meeting. No action was taken or needed.

**Update Library Policy regarding Use and Membership:**

- Director Guest recommended that all minors, whether in district or out of district, must have a membership form on file, signed by a parent or adult legal guardian. In previous times, school children had been given free memberships without a signed membership form.
- The signed membership form would serve as consent from the parent/guardian that minors may check out books, and that parent/guardian will be responsible for the content of materials the minor checks out.
- Motion to require all minors have a membership form signed by parent or legal guardian was made by Chairman Butterfield, 2<sup>nd</sup> by Trustee Davis. Motion carried.

**NOTE: the time is now 5:47 P.M. Rachel Huckaby left the meeting.**

**Update Library Policy regarding Unattended Minors:**

- This discussion was tabled. No action was taken.

**Adjournment:**

Chairman Butterfield adjourned the meeting at 6:01 P.M.