

Official Minutes

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

Last Board Meeting: February 28, 2022

Call to Order: 4:02 PM

Roll Call

- In Person: Chairman Richard Butterfield, Trustee Taci Davis, Trustee Rosemary Reinhardt, Trustee Molly Wegener, Director Maria Guest, City Council Member Rachel Huckaby.
- Present via ZOOM: none.
- Also present: Marilyn Griggs.
- Established that a Trustee quorum was present.

Introduce visitors

- Chairman Butterfield welcomed new Trustee Wegener to the Board.

Approve Agenda:

- Trustee Davis recommended that Agenda Item #9a “Discuss Civil Investigative Demands from Attorney General” be moved from Unfinished Business to New Business as Item 10a.
- Motion to approve the agenda with the above change was made by Trustee Davis, 2nd by Trustee Reinhardt. Motion carried.

Questions/Comments from the Public:

- There were no questions/comments from the public.

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

- There was no report from Friends of the Library.

Consent Agenda:

Minutes

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

Financials

- February 2023 Financial Statements were reviewed.

Director’s Report

- Director’s report dated March 28, 2023 was reviewed.

Motion to accept the Minutes, Financials, and Director’s Report was made by Trustee Wegener, 2nd by Trustee Davis. Motion carried.

Unfinished Business:

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

- **Table of Contents page 2:** It was recommended that several current Policies be changed to Procedures. These included Personnel Policy, Performance Evaluations, Merit Increases, Social Media Policy, Confidentiality of Records, Public Relations Policy, and Records Retention. It was also recommended that the Security Policy be removed. It was further recommended that Appendix H Job Descriptions be changed to a Procedure. The Trustees were not in favor of these recommendations.
 - No action was taken. The policies will remain in place.
- **Table of Contents page 2:** It was recommended that the “Kindle & Tablet, and Electronics Checkout Policy” be renamed to “Electronic Devices, and Gadgets Checkout Policy.” The Trustees agreed with this recommendation.

Note: the time was now 5:04 P.M. Rachel Huckaby left the meeting.

- **Table of Contents page 2 Appendices:** It was recommended that Appendix C Fees for Lost or Damaged Items be replaced with New Membership Application. The Trustees were not in favor of this recommendation. Appendix C will remain in place. The Trustees would like to add an additional Appendix J New Membership Application.
- **Library Use and Membership Policy page 3:** It was recommended that this policy be expanded to include a Group Membership as a new option. The policy shall read as follows:

“The Cascade Public Library issues memberships to organizations such as daycares, preschools, or other groups who may use the library for education or research, at the Library Director’s discretion. Application for Group Membership must be made by the individual who will assume financial responsibility for library materials checked out under the membership, including all fines. If anyone other than the responsible individual wishes to use the membership, they must have a signed letter from responsible party. Organizations located outside the Cascade city limits will be charged the annual fee for one membership.”

A new Group Membership Application Form will be used. The Trustees agreed with this recommendation, with the stipulation that the Group Membership Policy would be implemented on a trial basis, to be reviewed in one year.

- **Consistent Language throughout the Policy Manual:** It was recommended that any reference to “Library Manager” anywhere in the Policy be changed to “Library Director/Manager.” It was also recommended that anywhere in the Policy the term “By-Laws” appears that it be replaced with “Bylaws.” The Trustees were in favor of this recommendation.
- 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 5:43 P.M. Trustee Davis left the meeting. A quorum was still present, so the meeting continued.

Increase the Library Credit Card Limit:

- In the January 31, 2023 Board of Trustees Meeting, the Trustees had approved a credit card limit of \$5,000. However, the card application was approved by Cascade City Council for only \$2,500. No action was taken, as the City has final approval authority.

New Business:

Discuss Civil Investigative Demands from Attorney General:

- No action was needed or taken. Documents have been submitted to Cascade attorney for review and submission to the State.

Library Director's Master's Program tuition match:

- No action was needed or taken.

Review and approve 2023-2025 MOU (Memorandum of Understanding) with CAP (Cascade Afterschool Program):

- The MOU which was prepared by CAP was read and reviewed by the Trustees.
 - The Trustees requested that Director Guest delineate more clearly that the tutoring services provided by the Library are under the programming control of the Library, and not CAP.
 - Additionally, the Trustees requested an "Opt Out" clause, as well as including language that there will be no costs to the Library.
 - A motion to approve Director Guest signing the MOU with the above stipulations was made by Trustee Reinhardt, 2nd by Chairman Butterfield. Motion carried.

Questions of new City Audit:

- No action was taken or needed.

Adjournment:

Chairman Butterfield adjourned the meeting at 6:15 P.M.