

Official Minutes
Regular Meeting July 26, 2023, 4:00 PM
Board of Trustees – Cascade Public Library

Last Board Meeting: June 28, 2023 Regular Meeting

Call to Order: 4:04 PM

Roll Call

- In Person: Trustee Taci Davis, Trustee Ardyce Buckmaster, Trustee Bradley Welker, Director Maria Guest, Friends of Cascade Library representative Judy Smith, City Council Representative Rachel Huckaby, and Marilyn Griggs. Trustee Molly Wegener arrived at 4:18 PM.
- Present via ZOOM: Chairman Butterfield.
- Established that a Trustee quorum was present.

Introduce visitors

- Chairman Butterfield welcomed Trustee Welker who was approved by City Council to be a member of the Library Board of Trustees.

Approve Agenda – Action Item:

- Chairman Butterfield recommended adding an agenda item to discuss the preliminary budget.
- It was also recommended that Item 10A be expanded to include discussion of the Head Clerk's job description.
- Trustee Davis recommended that Item 11 be changed to reference the correct Idaho Code 74-206(1)(b) for Executive Sessions.
- Motion to approve the agenda with the above changes was made by Chairman Butterfield, 2nd by Trustee Davis. Motion carried.

Questions/Comments from the Public:

- There were no questions/comments from the public.

Preliminary Budget:

- The Cascade City Council agreed to move forward with taking \$9,406 in Forgone Taxes to help offset the monies needed to balance the Library's budget.
- A shortfall of \$5,667 remained, which the City then budgeted to come from Fund Balance.
- This amended budget will be presented to be public on 8/14/23.

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

- There continues to be good attendance and financial support from users for FOCL.
- Donnelly Library weeded a large quantity of books, and donated them to FOCL.
- The Memorandum Of Understanding between CPL and FOCL has been finalized, approved, and is ready to be signed by both parties.

- FOCL and City of Cascade are working on a lease agreement for the building occupied by the FOCL.
- A painter will arrive by mid-August to paint and touch up the exterior of the building occupied by FOCL.

Approve Consent Agenda – Action Item

Minutes

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

Director’s Report

- Director’s report dated July 26, 2023 was reviewed.
- Motion to accept the Consent Agenda was made by Trustee Buckmaster, 2nd by Chairman Butterfield. Motion carried.

Unfinished Business:

a. Financials – Action Item

- The Trustees would like to continue receiving a summarized report of Revenues and Expenses. However, summary information relating to grants is no longer needed, as it is not timely by the time the BOT meet. Grant information is current and up to date in the Director’s Report.
- Financial Statements for May 2023 and June 2023 are not available.
- Motion to accept and approve the April 2023 Financial Statements was made by Trustee Wegener, 2nd by Trustee Welker. Motion carried.

b. Discuss Library Policy Unattended Children page 7 – Action Item

- It was agreed that the age of an unattended child is not the determining factor in a child’s (un)acceptable behavior.
- It was suggested that the CPL post a sign stating that the Library is not responsible for unattended children.
- A motion to adopt the sign was made by Trustee Davis, 2nd by Chairman Butterfield. Motion carried.

New Business:

a. Upgrade Head Clerk’s title –Action Item

- Motion to remove “Head” from job title and job description was made by Trustee Welker, 2nd by Trustee Buckmaster. Motion carried.

b. Upgrade BOT term dates - Action Item

- Trustees serve a five year term, with terms expiring on a rolling basis every December 31st. Currently, terms for Trustee Welker and Trustee Wegener both expire 12/31/25.
- Trustees are appointed by the City of Cascade. Therefore, the City must adjust the term end dates.
- Trustee Wegener offered to adjust her term end date to 12/31/24.
- A motion to recommend that the City adjust the term dates so that one BOT term expires every calendar year end was made by Trustee Wegener, 2nd by Trustee Welker. Motion carried.

Executive Session Pursuant to Idaho Code 74-206 (1)(b)

a. Personnel

- The board went into Executive Session Pursuant to Idaho Code 74-206 (1)(b) to discuss personnel at 6:14 PM with a roll call vote.
Chairman Butterfield- Yes
Trustee Davis- Yes
Trustee Wegener- Yes
Trustee Buckmaster – Yes
Trustee Welker - Yes

- Chairman Butterfield announced that the board was out of Executive Session at 6:44 PM. No action was taken.

Adjournment:

- Chairman Butterfield adjourned the meeting at 6:44 PM