

**Official Minutes**  
Meeting June 6, 2023, 6:00 PM  
Library Expansion Committee – Cascade Public Library (CPL)

**Call to Order:** 6:05 PM

**Attendees**

- From Library: Director Maria Guest, accounting clerk Marilyn Griggs.
- From Friends of Cascade Library (FOCL): Judy Smith.
- From Cascade School: Melanie Stocks.

**Review minutes from Meeting 6/1/23:**

- Clarification was made regarding the fencing around the outdoor space. The side perimeter fencing will be concrete block 1/3 the length, not 1/3 the height of the fence. The remaining 2/3 length of the side fence will be metal rod.
- Clarification was made regarding the number of gates needed around the outdoor space for fire escape purposes. Director Guest reported that because the gate will be 48” wide, only one exit is needed, not two.
- Director Guest will get clarification from the City about the required setback from neighboring property.

**Discuss and Recommend:**

**Budget - Indoor**

- Director Guest has sent the latest designs to Dalrymple Contractors, who have provided rough preliminary numbers. An official bid is expected by week’s end.
- Director Guest reported that all city permit fees will be waived because the construction is on City property.
- Director Guest estimated an itemized cost for each component of construction materials and labor based on contractors used for the recent disaster renovation. Director Guest confirmed that CPL will abide by purchasing policy, and go out for bid for every contractor.

**Budget - Outdoor**

- The Committee requested that the proposed landscape surface of clover be reconsidered. A final decision will be made later.
- The Committee recommended that an exterior faucet be installed in the outdoor space.

**Budget - Extras**

- Director Guest reported that the existing wood/composite siding on the front of the building will need to be replaced due to snow and water damage. She hopes to salvage the metal siding that will be removed from the side of the building during construction, and use it on the front of the building. However, that will be determined by the condition of the metal siding upon removal.
- Salary and benefits for hours dedicated to working on the grant by Director Guest have been included in the grant budget. Director Guest hopes to charge salary for the accounting clerk as well. That will be determined as the project progresses.

**Donations**

- FOCL have agreed to donate approximately \$9,000 to purchase play equipment.
- Director Guest will continue to solicit donations for landscape, tables, chairs, and other items.
- The Committee recommended that more in-kind donations be solicited. It was noted that Cascade is very supportive of children's programming, and that this could be a very valuable source of funding.

**Timeline**

- Director Guest presented a two-phase timeline, starting August 2023, and completing August 2024. If delays occur, Director Guest is prepared to delay the grand opening until August 2025.

**Questions or comments from the public**

- There were no questions/comments from the public.

**Collect signatures for support:**

- Director Guest encouraged all committee members to engage the community to obtain signatures for support. The signatures are being collected in the Library.

**Adjournment:**

Director Guest adjourned the meeting at 7:17 P.M.