

Official Minutes

Special Meeting October 18, 2023, 4:05 PM

Board of Trustees – Cascade Public Library

Last Board Meeting: September 27, 2023 Regular Meeting

Call to Order: 4:05 PM

Roll Call ○ In Person: Trustee Taci Davis, Director Maria Guest, Trustee Rich Butterfield, Trustee Brad Welker ○ Trustee Ardyce Buckmaster
Established that a Trustee quorum was present.

ZOOM: Kim Dalrymple ○ Guest: Mary Zander.

Introduce visitors ○ Chairman Butterfield introduced Kim Dalrymple whose company, Dalrymple Construction Services, LLC, submitted an RFP. Welcomed Mary Zander representing the Friends of the Library

Pledge of Allegiance

Approve Agenda: ○ Motion to approve the agenda was made by Trustee Welker, 2nd by Trustee Buckmaster. Trustee Davis requested, for the convenience of Kim Dalrymple, that her report to the board be moved from item 10b to Item 6. Motion to approve the agenda with the change made by Trustee Butterfield, 2nd by Trustee Welker. Motion carried. Trustee Davis stated that a regular meeting requires a posting for five days. The change to the agenda from a Regular Meeting to a Special Meeting made by Trustee Butterfield, 2nd by Trustee Welker. Motion carried.

Questions/Comments from the Public: ○ Kim Dalrymple presented the information requested by Director Guest for the mat material to cover the concrete on the new outdoor area. The two companies Kim contacted, Great Mat and American Mat met the 2-1/2" requirement with a 6 foot fall rate. Question proposed by Trustee Butterfield regarding the durability of the materials through winter temperatures. The durability with exposure to moisture and freezing temperatures was assured. The mats also compare in price to rubber mulch and would include a warranty and installation.

A second request by Director Guest to Kim Dalrymple for a covering over the play area was presented to the board. Kim has contacted R&M Steel in Nampa, Idaho. R&M would engineer and install an 8'x50' steel exterior patio cover for \$39,596.00. Trustee Butterfield questioned if the structure was needed, if it could be added after the work is completed for the addition to the library, and if materials could be donated by another entity and built on site following the work. Director Guest will ask the project engineer Vance to continue with engineering a wood structure and will send the drawing from the engineers to Kim Dalrymple, noting that public works projects require engineering.

A third request by Director Guest to Kim Dalrymple for information on a moveable bicycle rack and a planter box to direct parking away from the play area. It was noted by Kim Dalrymple that concrete is more expensive than asphalt for the parking surface and that the planter boxes were not included in their proposed bid. Further information will be forthcoming following the engineering of the roof, the requirements from the insurer and solidification of plans for the entrance.

Kim left the meeting by Zoom at 4:38

Report from Friends of the Library: Mary Zander stated that, even with the seasonal change, the sales and traffic are continuing to be strong, visitors averaging about 20/week. Trustee Butterfield questioned if there was adequate heat in the building with an affirmative response.

New Business:

The Regular meeting scheduled for October 25, 2023 was cancelled. The Regular Meeting to include the Annual meeting was rescheduled to November 15, 2023 because Financial Statements are not currently available and to give Dalrymple Construction time to complete their bid with changes requested. Motion to delay the annual meeting by Trustee Butterfield, 2nd by Trustee Welker. Motion carried. Motion to cancel the regular meeting scheduled for October 25, 2023 and reschedule to November 15, 2023 made by Trustee Butterfield, 2nd by Trustee Welker. Motion carried. Motion to cancel the regular meeting on November 22, 2023 made by Trustee Butterfield, 2nd by Trustee Welker. Motion carried. Motion to set the December regular meeting to December 20, 2023 made by Trustee Butterfield, 2nd by Trustee Welker. Motion carried.

Minutes from the September 27, 2023 meeting corrected with change from Mary Zach to Mary Zander. Motion to accept minutes as written with correction and Director's report made by Trustee Welker with 2nd Trustee Butterfield. Motion carried.

Unfinished Business:

Motion made by Trustee Butterfield, 2nd by Trustee Welker to amend the library policy contained in "The Library Policy, Article III. Second D to read, "The library director/manager

shall work with the city/clerk and report directly to the Board the true and accurate financial records of the library. If invoices are over \$1,500.00, they will be approved by the director/manager for payment and reviewed by the Library Board at the next regularly scheduled meeting of the Board of Trustees.” Motion carried.

Motion made by Trustee Butterfield to reduce library hours to allow scheduling by the director/manager for two employees to be scheduled. 2nd Trustee Davis. Motion carried.
Motion by Trustee Butterfield, 2nd Trustee Welker to close the library on Saturdays, effective immediately. Motion carried.

Motion by Trustee Butterfield, 2nd Trustee Welker to go into Executive Session Pursuant to Idaho Code 74-206 (1) (b) to discuss Peronnel issue. Motion carried.

Role Call Vote: Trustee Buckmaster - Yes
Trustee Butterfield – Yes
Trustee Davis- Yes
Trustee Welkers- Yes

Entered Executive Session @5:30 PM

Maria Guest requested to stay for the Executive Session.

Exited Executive Session @ 06:06

Motion made by Trustee Butterfield, 2nd by Trustee Welker to approve a 5% raise for Maria Guest, effective 11/1/23. Motion carried.

Motion by Trustee Davis, 2nd Trustee Welker to allow allocating \$300.00 training monies to Maria Guest for the ongoing University of Alabama’s Online Library Science Master’s Program to match the grant from ICFL and use the library’s VISA card for the following semester’s tuition, to be reimbursed by an ICFL grant. The reason for this change is due to the registration deadline for next semester being prior to the next regularly scheduled meeting in November, 2023.

Adjournment:

Motion to adjourn the meeting by Trustee Buckmaster, 2nd Trustee Welker.
Chairman Butterfield adjourned the meeting at 06:32 P.M.

