

## Official Minutes

Regular Meeting December 20, 2023, 4:00 PM

Board of Trustees – Cascade Public Library

**Last Board Meeting:** November 15, 2023 Regular Meeting

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

### Roll Call

- In Person: Trustee Ardyce Buckmaster, Trustee Taci Davis, Trustee Brad Welker, Director Maria Guest, Friends of Cascade Library representatives Mary Zanders, Karen Rendal and Judy Smith. Also present City Council Representative Rachel Huckaby, and employee Marilyn Griggs.
- Present via ZOOM: Mayor Judith Nissula, guest Kim from Dalrymple Construction.
- Established that a Trustee quorum was present.

### Introduce visitors

- Trustee Welker recognized Kim from Dalrymple construction.

### Approve Agenda – Action Item:

- Motion to move agenda item 11b Library Bookstore after item #8 Report from Friends was made by Trustee Davis, 2<sup>nd</sup> by Trustee Buckmaster. Motion carried.

### Questions/Comments from the Public:

- There were no questions/comments from the public.

### Report from Dalrymple Construction (Kim) – Action Item:

- Dalrymple has met with Director Guest and the electrician. They are working on costs to upgrade the existing lighting.
- The Bond request has been sent to the agent. Will be billed in January.
- Subcontractors are being contacted for work to begin in March/April.
- Darryl Shepard, City Building Inspector estimates it will be two weeks to obtain required permits.
- No action is needed on this report from Dalrymple.

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

- Visitor traffic has been slow during the past month.

### New Business: Library bookstore – Action Item

- Director Guest proposed that the Library open up a used bookstore within the Library. The books would come from donations and Library discards. Library staff would stock the shelves and collect donations during Library business hours. This operation would bring in more money for the Library, and enable the Library to contribute more to the LGIP account. Any operating expenses could be covered by future grants.
- FOCL did not support this proposal. They do not want to close their operations, nor are they interested in moving from their current location.

- The Board of Trustees did not support this proposal. Initial concerns included conflict of interest, damaged relations, and lack of notice to fully discuss and consider.
- Motion to table this item until the Regular BOT Meeting in March 2024 was made by Trustee Davis, 2<sup>nd</sup> by Trustee Buckmaster. Motion carried.

**Consent Agenda – Action Item**

**Minutes**

- Minutes from the prior Regular Meeting November 15, 2023 were reviewed.

**Director’s Report**

- Director’s report dated December 20, 2023 was reviewed.

Motion to accept the Consent Agenda was made by Trustee Welker, 2<sup>nd</sup> by Trustee Davis.  
Motion carried.

**Unfinished Business:**

**a. Financials - Action Item**

- No action is needed, as the November 2023 financial statements had not been provided.

**b. Director’s hours and benefits – Action Item**

- A motion to change Director Guest’s work week from 40 hours to 32 hours with full benefits beginning 1/1/24 was made by Trustee Davis, 2<sup>nd</sup> by Trustee Welker. Motion carried.
- Director Guest intends to work Monday through Thursday, taking Friday off.

**c. Library Hours - Action Item**

- Due to a budget shortfall, the Library is currently closed on Saturdays.
- Cutting hours for Director Guest could fund a clerk to work on Saturday.
- The Trustees did not support hiring staff to open Saturday.
- Motion to leave the Library closed on Saturday was made by Trustee Welker, 2<sup>nd</sup> by Trustee Buckmaster. Motion carried.

**New Business:**

**Trustee Buckmaster’s term expires – Action Item**

- Motion to present Ardyce Buckmaster to Cascade City Council for approval as Library Board of Trustee for five year term effective 1/1/24 to 12/31/28 made by Trustee Davis, 2<sup>nd</sup> by Trustee Welker. Motion carried.

**Adjournment:**

- Trustee Welker adjourned the meeting at 6:16 P.M.