

Official Minutes
SPECIAL Meeting February 13, 2024, 4:00 PM
Board of Trustees – Cascade Public Library

Last Board Meeting: January 17, 2024 Regular Meeting

Call to Order: 4:04 P.M.

Roll Call

- In Person: Trustee Ardyce Buckmaster, Trustee Molly Wegener, Director Maria Guest, Friends of Cascade Library representatives Mary Zanders, Karen Rindal and Judy Smith. Also present employee Marilyn Griggs.
- Present via ZOOM: Trustee Chairman Rich Butterfield
- Established that a Trustee quorum was present.

Introduce visitors

- There were no visitors.

Approve Agenda – Action Item:

- Motion to approve the agenda as written was made by Trustee Wegener, 2nd by Trustee Buckmaster. Motion carried.

Questions/Comments from the Public:

- There were no questions from the public.

Report from Friends of the Cascade Library (FOCL):

- Mary Zanders distributed and read a letter written and signed by FOCL officers – Mary Zanders President, Karen Rindal Vice President, and Judy Smith Secretary/Treasurer.
- The letter stated that the original purpose of the FOCL was to raise funds for the construction of a new library. The current FOCL Board of Directors have decided to honor that original purpose.
- FOCL has pledged \$25,000 to support the current expansion project. The payments will occur in two installments after construction has begun.
- The letter requested that the Library Board of Trustees accept and approve the pledge.
- This will be an action item during the March 20, 2024 regular meeting.
- Chairman Butterfield, Trustee Wegener, Trustee Buckmaster, and Director Guest all thanked the FOCL for their generous support.

Consent Agenda – Action Item

Minutes

- Minutes from the prior Regular Meeting January 17, 2024 were reviewed.

Director’s Report

- Director’s report dated February 13, 2024 was reviewed.

Motion to accept the Consent Agenda was made by Chairman Butterfield, 2nd by Trustee Buckmaster. Motion carried.

Unfinished Business:

a. Financials for November 2023, December 2023, January 2024 - Action Item

- The financial statements are still in the process of being updated and corrected by the City Treasurer.
- Motion to defer approval of the financial statements until the March 20, 2024 Board meeting as Unfinished Business was made by Trustee Buckmaster, 2nd by Chairman Butterfield. Motion carried.

b. Policy – Action Item

- **Policy page 3 Library Use and Membership Policy:** Director Guest reported that Idaho Commission for Libraries has discontinued LiLI Express memberships. Furthermore, neighboring libraries no longer participate in it.
 - Motion to discontinue LiLI Express membership was made by Trustee Buckmaster, 2nd by Chairman Butterfield. Motion carried.
- **Policy page 16 Article IV. Meetings:** Director Guest asked if the BOT wanted to delete or keep the current Order of Business for Regular Meetings as currently written. This includes: 1) *Next Meeting Date*, and 2) *Preliminary Agenda Item*.
 - The BOT wanted to keep the policy as written. No action was taken.
- **Policy page 19 Article V. Library Director/Manager and Staff:** Director Guest recommended that the existing language of the second paragraph, first sentence be changed to *“The library director/manager shall hire other employees as may be necessary for the operation of the library in accordance with the budget the Board has set, city policies and procedures.”* Language requiring that the Board recommend hiring employees would be deleted.
 - Motion to accept the above changes regarding hiring was made by Trustee Buckmaster, 2nd by Chairman Butterfield. Motion carried.

New Business:

3D Printing Policy – Action Item

- Director Guest introduced a new draft policy and procedure relating to 3D printing available to the community.
- The draft policy language shall clarify that *“...Library staff ... reserves the right to refuse or cancel any 3D print projects that meet the following guidelines:...”* This language was to clarify ambiguity as to what may or may not be refused.
- The draft language shall also remove *“...at the discretion of the Library staff.”* That language will be replaced with *“...or does not violate Cascade Library policy.”*
- The accompanying draft procedure will be incorporated into the policy manual as an appendix.
 - Motion to create new 3D policy effective 2/13/24 with the above changes to the recommended draft was made by Trustee Wegener, 2nd by Trustee Buckmaster. Motion carried.

Internet and Computer Use Policy – Action Item

- Director Guest introduced a new draft policy titled “Internet and Computer Use.” This was recommended in order to address the rise in illegal or unethical computer use seen across many communities.
- The draft provided will be changed to name “*Cascade Public Library*” where needed.
- Specific fee amounts for printing will be excluded.
- The draft will be changed to state that “*The computer lab will close approximately 10 minutes before the library closes.*”
- The BOT recommended that non-patrons must show photo ID to use any computer in the library.
 - Motion to approve the Internet and Computer Use policy with the above changes was made by Chairman Butterfield, 2nd by Trustee Buckmaster. Motion carried.

Adjournment:

- Adjourned the meeting at 6:41 P.M.