

## Official Minutes

Regular Meeting January 17, 2024, 4:00 PM  
Board of Trustees – Cascade Public Library

**Last Board Meeting:** December 20, 2023 Regular Meeting

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

### Roll Call

- In Person: Trustee Taci Davis, Trustee Brad Welker, Trustee Molly Wegener, Director Maria Guest, Friends of Cascade Library representatives Mary Zanders, Karen Rendal and Judy Smith. Also present employee Marilyn Griggs.
- Present via ZOOM: Trustee Chairman Rich Butterfield, and City Council Representative Rachel Huckaby.
- Established that a Trustee quorum was present.

### Introduce visitors

- There were no visitors.

### Approve Agenda – Action Item:

- Chairman Butterfield requested to change agenda item 9b “Library Pay and Hours” to “Library Pay.”
- Trustee Welker requested to remove agenda item 9c “Discuss Library Used Books Center.”
- Motion to approve the agenda with the above changes was made by Chairman Butterfield, 2<sup>nd</sup> by Trustee Davis. Motion carried.

### Questions/Comments from the Public:

- Judy Smith asked if the Trustees had considered changing the Cascade Public Library from a city supported library, to a library district. She noted that the change could be a more predictable, reliable source of funding.
- Trustee Davis stated it would not be a good fit at this time.
- Ms. Smith recommends looking into it in the future.

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

- Judy Smith thanked Director Guest for including FOCL’s response to December 2023’s Director’s Report in the January 17, 2024 Director’s Report.
- Ms. Smith also distributed a handout itemizing the FOCL financial support to CPL since October 2021.

### Consent Agenda – Action Item

#### Minutes

- Minutes from the prior Regular Meeting December 20, 2023 were reviewed.

#### Director’s Report

- Director’s report dated January 17, 2024 was reviewed.

- FOCL have requested to be part of the decision making process in how funds provided to CPL are spent. Discussion followed that stipulations could not be placed on donations. A form will be drafted to more clearly define the purpose for funding requests from CPL to FOCL.

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

**Unfinished Business:**

**a. November and December 2023 Financials - Action Item**

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

**b. Library Pay – Action Item**

- It was discovered in June 2023 that the City of Cascade had conducted a market wage analysis beginning in October 2022. All city employees were given a market adjustment, resulting in a pay raise around August 2023. Cascade Library employees were not included in this analysis, nor did they receive any market rate increase. The CPL Board of Trustees wanted to address this inequity.
- Library Director and Clerk III subsequently participated in a market wage analysis during December 2023.
- All City employees, including CPL, received a 4.9% COLA increase effective 10/1/23.
- A motion to give the Library Director and Clerk III a 5% raise effective 11/1/23, in addition to the 4.9% COLA raise, was made by Chairman Butterfield, 2<sup>nd</sup> by Trustee Davis. Motion carried.

**New Business:**

**Lighting Upgrade – Action Item**

- Idaho Power has proposed to match 16% of the cost of upgrading existing lighting. This would take 19 years for CPL to recoup the cost.
- Motion to not upgrade the lighting was made by Trustee Welker, 2<sup>nd</sup> by Trustee Wegener. Motion carried.

**Adjournment:**

- Motion to reschedule the next BOT meeting from Wednesday 2/21/24 to Tuesday 2/13/24 was made by Chairman Butterfield, 2<sup>nd</sup> by Trustee Welker. Motion carried.
- Adjourned the meeting at 6:52 P.M.