

## **Official Minutes**

Regular Meeting October 16, 2024, 4:00 PM  
Board of Trustees – Cascade Public Library

**Last Board Meeting:** September 25, 2024 Regular Meeting

**Call to Order:** 4:13 P.M.

### **Roll Call**

- In Person: Chairman Rich Butterfield, Director Maria Guest, City Council Representative Rachel Huckaby, employee Marilyn Griggs.
- Via Zoom: Trustee Molly Wegener, Trustee Taci Davis.
- Established that a Trustee quorum was present.

### **Introduce visitors**

- There were no visitors.

### **Approve REVISED Agenda – Action Item:**

- It was noted that original Agenda was revised to add Item #10b Surplus Equipment as an Action Item. The topic of Surplus Equipment came up after the original agenda was posted. It needed to be resolved before the next regularly scheduled Board Meeting.
- Motion to approve the agenda with the above change was made by Chairman Butterfield, 2<sup>nd</sup> by Trustee Davis. Motion carried.

### **Questions/Comments from the Public:**

- There were no questions from the public.

### **Friends of Cascade Library (FOCL) report:**

- There was no FOCL report given.

### **Consent Agenda – Action Item**

#### **Minutes**

- Minutes from the Regular Meeting September 25, 2024 were reviewed.

#### **Director's Report**

- Director's report dated October 16, 2024 was reviewed.

#### **Financials for September 2024**

- Financial statements for September 2024 were reviewed.
- Motion to approve the Consent Agenda was made by Chairman Butterfield, 2<sup>nd</sup> by Trustee Davis. Motion carried.

### **Unfinished Business:**

#### **Library's Vision Statement – Discuss – Action Item**

- No action taken. The discussion of the vision statement is recommended for the next BOT meeting.

**New Business:**

**a. Annual meeting Agenda**

- i. Review library policy: Unaccompanied minors policy – **Action Item**
  - Director Guest wanted to confirm that the existing policy was adequate for current events, given that some school age children are occasionally skipping school and spending time in the library.
  - The Board did not want to make any policy changes.
  - No action taken.
- ii. Bylaws: Article III Officers (pg 17 add Vice Chair) – **Action Item**
  - Motion to include Vice Chair was made by Trustee Wegener, 2<sup>nd</sup> by Trustee Davis. Motion carried.
- iii. Appoint Officers: Chair, Vice Chair, and Secretary – **Action Item**
  - Trustee Butterfield announced he would be resigning as Chairman at the end of December 2024. His term expires 12/31/26.
  - Because two of the Trustees were absent, Chairman Butterfield recommended waiting to appoint Officers until the next meeting.
  - No action taken.
- iv. Establish meeting dates for upcoming year – **Action Item**
  - Current BOT meetings are scheduled the 3<sup>rd</sup> Wednesday of every month at 4:00 P.M.
  - Motion to keep the meetings at the current date and time for the upcoming year was made by Trustee Wegener, 2<sup>nd</sup> by Trustee Davis. Motion carried.

**b. Surplus - Action Item**

- Director Guest provided a list of property that she would like to Surplus. This list would be presented to Cascade City Council for their approval.
- Motion to approve this list was made by Chairman Butterfield, 2<sup>nd</sup> by Trustee Wegener. Motion carried.

**Adjournment:**

- Adjourned the meeting at 5:15 P.M.