

## Cascade Public Library Board of Trustees Meeting

Tuesday, July 7th, 2020, 4:30, City Hall

Present: Kane, Brickley, Ludwig, Thomas, Recker

1. Call to order at 4:30

2. Agenda Approval: Moved by Recker, second by Brickley, all approve

3. Minutes Approval: Moved by Brickley, second by Thomas, all approve.

4. Public Comment: No public Comment

### 5. Budget Report:

At the end of the fiscal year ending in 6/2020 there was a reserve amount of \$11,064.55 that will go into the Library Reserve account. Kane will verify this with Administrator McCuster. In the fiscal year ending 06/2019 there was a reserve of \$6748.39. The Budget Report for the new fiscal year was reviewed by the Board.

6. Bill Approval: Bills were reviewed and moved by Thomas second by Brickley, All approve to pay Bills.

7. Circulation Statistics: There were 382 patrons entering the library in June. The grand total of all materials used at the library was 2376. This includes staff renewals, automatic renewals program participation, computer/Wi-Fi usage, Bridges ebooks & audios and the new Hoopla participation. Considering the Covid 19 pandemic the stats look strong.

8. Old Business: a. Future Bldg project/ Library Bldg Committee: nothing new to report because there has not been a meeting due to the Virus. Ludwig suggested that there be an online meeting of the Building Committee.

b. Summer Reading: Director Kane is happy with the way the program is working in spite of the current conditions.

c. New Library Website: it is up and running although there have not been photos from the Library posted yet.

d. Library Director Hours: There was to be a meeting with Ludwig and the Personnel Committee regarding Kane wish to increase her hours to 40 a week and be put on City Insurance. That meeting was cancelled due to the Cascade Pool meeting. Will need to be rescheduled and addressed at a later date.

e. Reopening the Library: New house are from 11:00 am to 5:00pm Monday thur Friday and 9:00am to 12:00pm on Saturday. There are hand sanitizer stations in the building and masks available if the patrons need one. No more than 10 persons in the building at one time.

f. Hoopla: the new digital program can be used once the patrons register online. There have been 20 Hoopla registrations so far. This enables the users to obtain 4 digital books, movies, etc. per month at no fee.

9. New Business: Programming/Upcoming vents/ Librarians Calendar- The summer

programming has been canceled due to the virus. The Librarians meeting that was to be held in Dubuque this year will also be an online meeting.

b. Library Staff Evaluation Form: Kane presented a form to be used by her evaluation staff members of the library. The form was approved by Thomas, second by Brickley, and all approved the new evaluation form.

c. The Board accepted the request by Thomas to renew her term on the board for 3 more years.

d. The Board accepted the application of Jacob Brindle to serve on the Cascade Public Library Board for a term of 3 years.

Motion to adjourn at 5:00pm was made by Brickley, second by Thomas and all approved, Next meeting August 4th, 4:30 at City Hall.

Monica Recker, Secretary Cascade Public Library