**Cascade Public Library Board of Trustees Minutes**

Meeting: Dec 6th, 2022 City Hall

Present: Kane, Brindle, Ludwig, Thomas, Brickley

Absent: Recker

1. Meeting called to order at 4:30pm by Ludwig
2. Motion to approve agenda by Thomas, second by Brickley, motion carried.
3. Motion to approve Nov 1, 2022 minutes by Thomas, second by Brindle, motion carried.
4. No Public comment.  Lisa Kotter was present.
5. Budget reports:  New budget format for budget was explained by Kotter.  A post office box bill was added to budget at $66.00 annually. 41.6% of this years fiscal budget is included in this months report.  Discussion was had again with Kane on keeping the book/films budget within the fiscal budget.  Endowment Fund & Library Building Funds reviewed.  Balance on hand of $154,912.59 does not reflect grants or multiple funds pledged to CFGD.
6. Bills: Motion by Brickley, second by Thomas, motion carried to pay bulls.
7. Circulations Stats:  Grand total of materials was up in Nov to 3669 from Oct 3330.  There were 461 participants in programs in Nov.
8. Old Business: Future Bldg:  Kotter reported she will present a timeline for the building project in new business.   Subcommittee reports were given by Brindle and Ludwig.  Brindle reports that video response was very positive and will keep City Website and Community informed.  Ludwig said her group brought in $2500 at guest bartending  event.  41 luminaries were sold at xmas in the parkland will continue to be sold at City Hall and Library   other fundraising projects include: BUNCO night, Happy Joes 100% profit night, T Shirt sales, Cascade Elementary Penny War, Brothers Market round up collection. Latter reported fundraising committee to meet on Dec 13th at City Hall.  Last minute report on funds collected was $425,200.    The library windows did Not get washed.  Kimberly Gergen’s book signing very well attended.
9. New Business. a.  Kotter presented the need to seek City Council approval to pay remaining $55,000.00 of $60,000.00 to FEH to complete Schematic Design. Council need to select 1-2 council members to sit with the mayor, City Administrator, Mike Beck,2 library board members and librarian Kane to oversee the construction functions of new building.  meetings will be at least 2 monthly, sometimes during the day and and process can take up to 9 months to keep the project on target.  This committee should be formed ASAP.  Motion by Brindle, second by Brickley to form this committee. Motion carried.  b.  After present Dec programming it was announced closing date of DEC 24, 25, 26, Dec 30 and Jan 1 for the holidays. c. Motion was made by Brickley , second by Brindle to appoint Marie Thomas to the Committee Executive member of Friends of the Library in accordance with the Articles of Incorporation.  A full membership meeting will be in Jan 2023.  Motion carried. d.  Friends of Lib Mary financial contributions was tabled at this time.  e.  The Library Board went into closed session at this point to discuss and select a new 5 Hr/week employee.  Mariah Beechum was selected at $10.50 /hr effective Jan2, 2023.  Also Ali Casey selected as a fill in position.  Kane will notify the applicants.  Ludwig reported that it was time for annual Library Director Evaluation.  Board members are to submit evaluation no later than Dec 13 to Ludwig and it will be reviewed by Ludwig and one Board member by the end of 2022.
10. Motion by Brickley, 2nd by Thomas to adjourn.  Next meeting Jan 3, 2023.   Minutes taken by Marie Thomas, reported by Monica Recker