**Cascade Public Library Board of Trustees Minutes**

Tuesday, August 1, 2023 – 4:30pm

Cascade City Hall Council Chambers

320 1st Avenue W, Cascade Iowa

Present:  Kane, Brindle, Brickley, Howard, Thomas, Recker

1. Call to Order: Monica Recker called the meeting to order at 4:30pm.
2. Approval of the Agenda: Brindle motioned to approve the agenda. Thomas seconded approval of the agenda. All were in favor.
3. Approval of the Minutes of the July 5, 2023, Library Board Meeting: Recker noted that a correction needed to be made to the minutes. Kane will correct the minutes to reflect that line #6502 (Library books, resources, etc.) is $25,000 and not $20,000. This is $3000 less than FY22-23, not $8000 as previously recorded in the minutes. Thomas motioned to approve the minutes with the correction from the July 5 meeting. Brickley seconded approval of the minutes. All approved of the minutes.
4. Public Comment: None
5. Budget Reports: Recker asked about the Summer Reading Prize books. Kane reported that this year $850 was spent on these books and last year $1550 was spent. The Library Board has a question about the Library Reserve account. Kane will contact the City Administrator for an answer to that question and forward the email response to the Library Board. The Endowment Report was missing from the packet. Kane will obtain and forward by email to the Library Board members.
6. Bills: Library bills were reviewed. Brindle moved to pay the bills, seconded by Howard. All approved.
7. Circulation Statistics: Library statistics were reviewed.
8. Old Business:
   1. FEH meeting minutes were included in the packet that goes over the meetings that have been held with FEH on the new library building. There were 2 sets of minutes from these meetings in the packet.
   2. Summer Reading: Kane reported that 160 kids attended the FOAM party at the Cascade Community Park today. Kane will be reviewing the summer reading program with Joyce Kremer and discussing ways to change it for the next summer. Kane reported that they typically review after each summer and make changes to the program every year. Prizes this year will take the form of gift cards. Names will be drawn for the week after the last program, which is Wednesday, August 9. That will give all participants a chance to enter their names from the BINGO’s they received throughout the summer.
   3. Friends of the Library update: Minutes from the Annual Friends meeting were included in the packet. Thomas reported that 56 new members have joined the friends, and that the executive board met last week to discuss future plans for the group.
9. New Business:
   1. Programming/Upcoming Events/Librarians Calendar: The August 2023 programs were shared in the packet. Kane also included some information that she had gotten from other libraries that have had dogs for kids to read to. Trained therapy dogs are highly recommended by other libraries. Kane will speak with Ed Recker to see if he would be willing to bring his dog for this program, and if he knows of anyone else with certified therapy dogs that would be willing to participate.
   2. Library Director Continuing Education Report: Distributed in packet.
   3. Library Board Code of Ordinance: According to the ordinance 5-1-4 states that Library Board members term of office is 6 years. This needs to be corrected, as their terms are 3 years in length. Also, ordinance 5-1-9, states that an annual report be made to the City Council in July. A report was made in May. In the future we can plan to make that report in July, and perhaps another report in January. Kane will follow up with the City Administrator to see if the May report will suffice, or if it is preferable that another report be made.
   4. Closing Early for Groundbreaking: The Library will close at 5pm on Wednesday, October 4 for all staff to be able to attend the groundbreaking.
   5. Other: Library Board members are required to participate in continuing education. The Iowa Library Trustee’s Handbook produced by the State Library of Iowa is a good resource for this education. Library Board members will review Chapter 5 on Budgeting for the next meeting. This will be discussed at that meeting.
10. Adjourn: The next meeting will be held on Tuesday September 5, 2023, at 4:30pm at City Hall. Howard motioned to adjourn; Brindle seconded the motion. All approved.