**Cascade Public Library Board of Trustees Minutes**

Monday, November 6, 2023 – 4:30pm

Cascade City Hall Council Chambers

320 1st Avenue W, Cascade Iowa

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

1. Call to Order: Monica Recker called the meeting to order at 4:28pm.
2. Approval of the Agenda: Brickley motioned to approve the agenda. Thomas seconded approval of the agenda. All were in favor.
3. Approval of the Minutes of the October 3, 2023, Library Board Meeting: Thomas motioned to approve the minutes, Brindle seconded approval of the minutes. All were in favor.
4. Public Comment: None
5. Budget Reports: These reports were reviewed. Junior Library Guild was discussed. This subscription will be discontinued in 2024/25, as the cost per book is not as cost effective as purchasing from Baker & Taylor. Audiobooks on CD will be slowly discontinued. Most of our patrons are listening to audiobooks on Bridges or HOOPLA. DVD purchases were discussed. Kane will generate some reports on DVD purchases and DVD circulation for the December library board meeting.
6. Claims were reviewed. Thomas moved to pay the bills, seconded by Howard. All approved.
7. Circulation Statistics: Library statistics were reviewed. The door count is up in October from September. The library scavenger hunts for Halloween candy were participated in by 98 people.
8. Old Business
   1. Future Building Project: Bids will be due on the building project on November 30.
   2. Friends of the Library update: There is a Friends of the Library Executive Board meeting on Wednesday, November 8 at 6pm. The Friends cookie walk that will be taking place on small business Saturday will be the focus of that meeting. Information from the State Law Library was shared as pertains to the Library Board and the Friends of the Library. There was a printout that accompanied that information for the board to read.
9. New Business
   1. Programming/Upcoming Events/Librarians Calendar: Kane reported that she is hearing enthusiasm for Chip and Ed Recker’s storytime visit. We are looking forward to this event and anticipate good attendance. Brindle suggested that the week of Thanksgiving when kids are out of school for the week, would be a good time to offer some additional activities at the library. Kane said that would not be a problem to add events. Friends of the Library will host their cookie walk at the library on Saturday, November 25 from 9-noon. The book on the storywalk for November will be put out, upon completion of the lamination. The library will provide information about new titles of books and DVD’s on social media and in the Pioneer in the weekly library news.
   2. Library Director Continuing Education Report: Kane attended the ILA Annual Conference in Dubuque. She will receive continuing education credits for attending this conference.
   3. Bylaws Update: The bylaws have a suggested change for the Library Board meeting date. It is recommended that this meeting take place on the second Tuesday of the month instead of on the first Tuesday of the month. Brickley motioned to approve the change. Thomas seconded. All were in favor. Policy Revision: Internet Use Policy update – a small change to wording regarding having food and drink by the computers. Thomas motioned to approve, Brindle seconded. All were in favor.
   4. Ideas for decorating outside of the library for the Christmas season: Kane reported that Cheryl Reiter, President of the Friends had stopped in to discuss whether the Friends should do this. Cheryl has a snowman with a stake to put in the front flower box and can get some greenery. The Library Board appreciates the Friends’ willingness to do this and will let Cheryl know that her offer to do this is appreciated and accepted.

10: Adjourn: Motion was made to adjourn by Thomas. Seconded by Howard. The next Library Board meeting will occur on Tuesday, December 12 at 4:30pm.