**Cascade Public Library Board of Trustees Minutes**

Tuesday, October 3, 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: Thomas motioned to approve the agenda. Brindle seconded approval of the agenda. All were in favor.
3. Approval of the Minutes of the September 5, 2023, Library Board Meeting: Brickley motioned to approve the minutes, Howard seconded approval of the minutes. All were in favor.
4. Public Comment: None
5. Budget Reports: Reports were reviewed. Discussion was had on whether the lines #6506, #6507, and #6508 could be combined under #6506, so that negative amounts were not shown in categories that have no money budgeted to them. Also, if line #6350 and #6511 could be combined for that same reason. Kane will follow up by email with Library Board members and with the City Administrator and the City Clerk. Kane reported that there was a check received from Enrich IA for 2024 in the amount of $1608.75. This amount will go into library revenue. Kane must report to the State Library every year what this amount was used to purchase for the library. Thomas had a question about the software line. Kane explained that this line is typically only Apollo/Biblionix, our online catalog software, and virus protection, which is a smaller charge, so there are no more expenditures planned for this line. In discussing line #6502, Kane was requested to check with the State Library what the requirements are for Encyclopedia access and newspaper subscriptions. Kane will follow up with the library board by email about this. Thomas expressed concern about #6502, and future expenses for the line. Kane reported that she is being diligent to keep to budget targets.
6. Claims were reviewed Brickley moved to pay the bills, seconded by Thomas. All approved.
7. Circulation Statistics: Library statistics were reviewed. The door count is down in September. Kane reported this is normal, as people get back into their school year routines. We did have a very well attended program by Dr. Steven Bradley on his trip to the Texas/Mexico border. There are activities planned in October that should assist in raising library door counts and circulations.
8. Old Business
   1. Future Building Project: There was a meeting of the Library Design Committee at noon on Tuesday, October 3. It is projected that the changes made to the building by the committee should bring the construction cost down. There is a meeting planned on Wednesday, October 18 of this committee.
   2. Friends of the Library update: There is a Friends of the Library meeting on Tuesday, October 17 at 5:30pm at City Hall. This is a meeting of all members. The Friends are planning to sell used books at the Sunset Street Festival on Friday, October 6.
   3. Other: None
9. New Business
   1. Programming/Upcoming Events/Librarians Calendar: Kane reported on events planned for October. Kane will be at the Iowa Library Association conference in Dubuque on Thursday, October 12 and Friday, October 13. Kane is going to be on vacation from Saturday, October 14 – Sunday, October 22. She has arranged staff to cover all the hours.
   2. Library Director Continuing Education Report: Kane attended the ASRL Virtual Conference. She will get 8 CEU hours for her attendance. Kane discussed some of the topics covered at the conference.
   3. Policy Review: Collection Development Policy, Circulation Policy, Confidentiality Policy: These policies were reviewed. Kane reported that there should only be one more policy to review, the Internet Use Policy.
   4. Other: It was requested that Kane follow up with City Hall about the stolen hotspot to find out if this would be submitted to Iowa Offset in January of 2024.

10: Adjourn: Motion was made to adjourn by Howard. Thomas seconded. All approved. The next meeting will be on Monday, November 6 at 4:30pm.