**Cascade Public Library Board of Trustees Minutes**

Tuesday, February 13, 2024

Cascade City Hall Council Chambers

320 1st Avenue W, Cascade Iowa

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

1. Call to Order: Recker called the meeting to order at 4:30pm.
2. Approval of the Agenda: Brickley motioned to approve the agenda, Brindle seconded. All approved.
3. Approval of the Minutes of the January 9, 2024, meeting: Thomas moved to approve Howard seconded. All approved.
4. Public Comment: Brickley brought copies of a letter that John Noonan wanted shared. Library board members can read and discuss further at the next meeting if needed.
5. Budget Reports: A more detailed report on the Library Reserve is requested by Recker for the March library board meeting.
6. Bills: Bills were reviewed. Kane informed the board that Oriental Trading bills were not received for several months, and she does not know why. She will be watching carefully for bills from them moving forward. Thomas moved to approve the bills, Brickley seconded. All approved.
7. Circulation Statistics: Statistics were higher in January than in December. Door count up 20 people, Material usage was 3284 items. Recker had a question on In Library Bulk – NO TYPE. Kane will check with Apollo technical support and share the response with the board.
8. Future Building Project: Recker reported there will be a meeting with Garling on Tuesday, February 27. Construction is set to begin in March. A groundbreaking date will be announced soon.
9. Friends of the Library update: Thomas reported that the LOGO for the Friends of the Library group has been selected. Kane informed the board that Jenny Recker, Vice President of the Friends of the Library will be teaching how to make tie blankets at the library in March. Recker asked how many members are on each committee of the Friends. Thomas will report back on that question.
10. Programming/Upcoming Events/Librarians Calendar: Kane reviewed the programming for the month of February. Recker requested that Kane email the programming to the library members at the beginning of the month.
11. Public Gathering Policy: Policy approved by the board.
12. Library Director Continuing Education Report: Kane reported on the Continuing Education events that she attended in the month of January.
13. Discussion on Mirroring full-time library employees’ benefits commensurate with full time city employees: Final numbers for salaries and additional staffing budget was presented. A special meeting will be held ASAP to approve the budget before the next city council meeting on Monday February 26th. City Administrator Kotter composed a resolution for the Library Board to adopt if they wish to mirror the city employee policy. Thomas moved to approve resolution 01-24; Brindle seconded; all approved.
14. Moving Plans: This document was shared with the board. It needs further work and is intended to be a working document. Kane was directed to contact the State Library Consultant to question whether we could hold off on weeding until after the move to the new building, and if we could not purchase any new materials until we are moved into the new building. Kane will report back on this conversation with Eunice at the next meeting.
15. Other: No other discussion to report.

16: Adjourn: Brickley moved to adjourn; Howard seconded; all approved. The meeting adjourned at 5:54pm. The next meeting will be held on Tuesday, March 12 at 4:30pm.