**Cascade Public Library Board of Trustees Minutes**

Wednesday, January 10, 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 4:00pm.
2. Approval of the Agenda: Thomas motioned to approve the agenda, Brindle seconded. All approved.
3. Approval of the Minutes of the December 12, 2023 meeting: Howard moved to approve with the correction of part A of the minutes. Thomas seconded. All approved.
4. Public Comment: Brickley shared a letter John Noonan wanted read at the library board meeting. Thomas moved to have this letter included in the minutes. Brindle seconded. All approved. This letter is attached to the minutes.
5. Budget Reports: Howard had questions about the Professional Fees paid to FEH Design. This question will be referred to the City Administrator for an answer. Recker had a question about how often book covers are ordered. Kane will review past orders with DEMCO and share the answer with the library board by email prior to the next library board meeting.
6. Bills: Bills were reviewed. Thomas moved to pay the bills, Brickley seconded. All approved.
7. Circulation Statistics: Circulation statistics were reviewed. Recker suggested adding a program in December of 2024 to increase door count for the month of December. 3,180 items were checked out or used at the library in the month of December.
8. Future Building Project: A groundbreaking date will be established in March. More information on that will follow in the coming months.
9. Friends of the Library update: The annual meeting will occur on January 17, 2024 at 5:30pm. The logo for the Friends of the Library will be voted on. The Friends of the Library are continuing to develop fundraising ideas.
10. Programming/Upcoming Events/Librarians Calendar: Kane reported that the Soil Painting program has been moved to Wednesday, January 31 due to the school cancellation on Wednesday, January 10. Kane has set up a date with Ed, Chip, and Darice to come to the library on Monday, February 5 for annual Bring your kids to the library day.
11. Library Director Continuing Education Report: Kane shared a report on the continuing education she completed in the month of December.
12. AA Meetings at the Library: Kane developed a draft policy for meetings of non-profit, civic, cultural or educational groups to be held at the library. The policy will be redrafted with suggestions from the library board members. The AA group is welcome to meet at the library. Kane will communicate this to her contact there and establish with them the procedure for using the library for the group.
13. Other: BUNCO is being held to raise money for the Library Building project on Thursday, January 25 at the Legion from 6:30pm – 8:30pm.

14: Adjourn: Motion was made to adjourn at 4:40pm by Brindle. Seconded by Howard. Next meeting will be Tuesday, February 13, 2024 at 4:30pm.