**Cascade Public Library Board of Trustees Minutes**

Thursday, September 10, 2024(4:30pm)

Cascade City Hall Council Chambers

320 1st Avenue W, Cascade Iowa

Present:  Kane, Recker, Brindle, Balster, Gleason, Funke

1. Call to Order: Recker called the meeting to order at 4:38pm.
2. Approval of the Agenda: Balster motioned to approve the agenda; Funke seconded. All approved.
3. Approval of the Minutes of the August 15, 2024, library board meeting: Gleason moved to approve Brindle seconded. All approved.
4. Public Comment: No public comment.
5. Budget Reports: Budget reports were reviewed. Some discussion was had on getting a new copy machine for the new library. Kane will gather some additional information.
6. Bills: Bills were discussed and reviewed. Brindle moved to pay the bills; Balster seconded; all approved.
7. Circulation Statistics: 4,031 items were utilized by library patrons in the month of July. This number includes program attendance, computer usage, Wi-Fi usage, digital checkouts on Libby and HOOPLA, and print items.
8. Future Building Project Reports: Recker distributed a schedule from Garling reporting on what is happening in the next few weeks at the construction site. Kane reported that the larger shelf diagrams were received from FEH, and she had determined placement for separate parts of the collection in the new building. A tour will be set up for the Library Board on Monday, September 16 at 5:00pm
9. Friends of the Library update: The Friends of the Library have a meeting on Monday, September 16 at 5:30pm. Balster reported that the Friends intend to have a cookie walk on small business Saturday. The lemonade stand raised approximately $1500 on Hometown Days.
10. Programming/Upcoming Events/Librarians Calendar: Kane reported on the programs offered in the month of August. Kane also reported that she will be out of the library on Thursday, September 26 for a Learning Circuit provided through the State Library if she can locate coverage for the library; as well as on Wednesday, October 23 for a Space Planning Workshop offered by the State Library. Kane also reported that there will be a few days when she will need to leave 30-45 minutes early for her son’s football games. She will notify the Library Board by email of these days when she has the schedule and when she will make that time up.
11. Library Board Bylaws: These were reviewed by the Library Board. Kane reported that we need to determine whether terms are supposed to be 3 years or 6 years. These can only be changed by a referendum, as they impact the “make-up” of the Library Board.
12. Moving plans were discussed.
13. Staff Schedule September 1 – May 31: Kane distributed the staff schedule and reviewed this with the library board.
14. Acknowledgement of City Administrator Lisa Kotter: Recker spoke on the dedication the City Administrator had put into getting grants for the new building.
15. Resoltion to approve the Personnel Handbook: Gleason moved; Brindle seconded. All approved.
16. Other: N/A
17. Next Meeting: Tuesday, October 8, 2024, at 4:30pm.