**Cascade Public Library Board of Trustees Minutes**

Tuesday, December 10, 2024 (4:30pm)

Cascade City Hall Council Chambers

320 1st Avenue W, Cascade Iowa

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

Note: Brindle had to leave early for another obligation.

1. Call to Order: Recker called the meeting to order at 4:29pm.
2. Approval of the Agenda: Brindle motioned to approve the agenda; Gleason seconded. All approved.
3. Approval of the Minutes of November 12, 2024 and December 4, 2024, library board meetings: Gleason moved to approve, Funke seconded. All approved.
4. Public Comment: No public comment.
5. Budget Reports: Budget reports were reviewed. Question regarding line #370-410-4700 (Private Source Contribution) was asked. Kane will find out more details and report back to the board. It was noted the new endowment fund rep will meet with the Board after March (once the new library has opened). It was mentioned to keep in mind next month when working on the budget about replacing hotspots.
6. Bills: Bills were discussed and reviewed. Balster moved to pay the bills; Funke seconded; all approved.
7. Circulation Statistics: New graphs/charts for the more visual people. Keep these stats in mind next month for budgeting.
8. Future Building Updates, Budgeting, Moving, & Policy Discussions:
   1. Recker reported on progress at the site. Sinks & restrooms fixtures, children’s area cabinet, coffee bar, inside glass & fiber internet should be going in this week. Next week the flooring & wall covering on the silo are getting worked on. Flooring will be getting finished and the sills will be worked on the week of 12-23-24.
   2. They are still working on the donor wall and how everything will be displayed.
   3. More discussion is needed on the book drop area and the book drop carts. Melissa will look into more book drop cart options, as one option is $6000.00. The book drop area will be discussed with the city council & the building company.
   4. January 9, 2025 is the tentative date for the final walk through of the library.
   5. The inter-library loan will be stopped in January to help ease the transition into the new library. Melissa will also be getting old furniture ready for an online auction.
   6. Review the Code of Conduct Policy and bring up any changes/questions you have at the January meeting. The original policy is found in the Cascade Public Library Strategic/Operational Plan packet, and the one Melissa has started revising is on the last page of this meeting’s agenda.
   7. Melissa is currently working on reviewing and changing the Community Room Policy. We will go over it at the January meeting.
   8. Cindy quoted $130.00/wk (for 1 cleaning) for cleaning the new library. It was decided the bathrooms need cleaned at least 2x/wk, and Community Room needs cleaned after each time it is rented or used. It was decided to get another quote to clean, but we need to have specific duties the cleaning company will do vs. staff/volunteers will do. Will revisit and discuss more at future meetings.
9. Friends of the Library update: Balster reported that the Cookie Walk was a success. They sold 27 more containers this year, for a total of 78 containers sold. They had more grab-n-go items available, and what didn’t sell at the cookie walk has been selling well during the week. The raffles were a great success, we are still waiting on a final $ count from this, and people really liked the door prizes.
10. Library Board Education: Chapter 9 of Library Trustees Handbook: There was concern brought up about micromanaging Melissa. This brought up discussion about a previous write up & the boards duties vs director duties and the working relationships between the 2 and also with other city employees. This topic will be revisited when Brindle can be present as he and Recker are the only ones that were on the Board at the time of the write up. This brought up the need to review/refresh the handbook and duty policies as it seems things might be straying away from the policies. It will also help keep a good working relationship between the Board & Director (and the City).
11. Programming/Upcoming Events/Librarians Calendar: Kane shared we were just in budget for the 2024 Fiscal Year on programming. It calculated out to cost $0.89/participant! Melissa will be off 12/21/2024 through 1-1-2025, except she will work 12/27/2024. Ali Hutchins will start 12-11-24.
12. Code of Conduct Policy: See bullet point F under #8.
13. Other: None
14. Adjournment: Balster moved to adjourn, Funke seconded. All approved.