**Cascade Public Library Board of Trustees Minutes**

Tuesday, November 12, 2024 (4:30pm)

Cascade City Hall Council Chambers

320 1st Avenue W, Cascade Iowa

Present: Kane, Recker, Brindle, Balster, Funke

Absent: Gleason

1. Call to Order: Recker called the meeting to order at 4:31pm.
2. Approval of the Agenda: Brindle motioned to approve the agenda; Balster seconded. All approved.
3. Approval of the Minutes of October 17, 2024 and October 24, 2024, library board meetings: Balster moved to approve, Funke seconded. All approved.
4. Public Comment: No public comment.
5. Budget Reports: Budget reports were reviewed. Question regarding line #6310 was asked. Kane will find out an answer and report back to the board. It was noted the new endowment fund rep will meet with the Board after the new year.
6. Bills: Bills were discussed and reviewed. Balster moved to pay the bills; Brindle seconded; all approved.
7. Circulation Statistics: Door count was down from last month, but the grand total of all materials was higher. Hoopla is steadily increasing. Board games will be a new line item on next month’s report.
8. a. Future Building Project Reports: Recker reported on progress at the site. The parking lot, drop box alley, alley to Pierce St & sidewalks are installed. Goal for the next week is to mark the parking spots & do the final grading. Street lights will also be going up in the parking lot. Recker is to meet with Schockemoehl Landscaping to get a quote for the landscaping. Would like to get another quote. There is lots of painting inside still happening. Recker also met with Ann Kauder about artwork.

b. Budgeting: Kane received a quote from Premier Window Cleaning for $880/6 months to wash inside & outside of windows. Waiting on an estimate from Cindy for cleaning the library. It was suggested to wait a couple years on a new copy machine, and work it into the budget then.

c. Moving: There was a preliminary schedule handed out at last month’s meeting. Recker will check with Deanna & city council on having a furniture auction for furniture not moving into the new building.

d. Policy Discussions: We will dive into our policies more at a later meeting, but for sure need to address the new meeting/conference room policies & the food & drink policy.

1. Friends of the Library update: Balster reported that the Friends will be having another cookie walk on Saturday, November 30. They had gift baskets donated to them so they are having a raffle at the walk, along with kids door prizes. Kane asked for volunteers to help with the Storywalk starting in January & there was a great response to it.
2. Programming/Upcoming Events/Librarians Calendar: Kane shared information about programs that the library has in the month of November. November is dinosaur themed. The Nov. 8th storytime had to be canceled due to Kane out sick.
3. Staffing Discussion & recommendations: Becky will be out for a while due to a fractured hip. Kane presented a new staff schedule for the meantime. Kane will try not to have overtime or comp hours. Kane will get with Deanna about posting for a temporary person to take Becky’s hours while she is out. There is currently no back-up employees - we need to hire a full time employee and another part time employee.
4. Annual State Survey to the State Library: This is included in the agenda packet. Kane will create an overview of the information to present to the city council & public.
5. Other: Received the check from Jones County Auditor for the 2025 Fiscal Year allocation in the amount of $4,107.00. There will be a card(s) to sign at the library to present to Becky.
6. Adjournment: Balster moved to adjourn, Funke seconded. All approved.