**Cascade Public Library Board of Trustees Minutes**

Thursday, October 17, 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 4:30pm.
2. Approval of the Agenda: Brindle motioned to approve the agenda; Funke seconded. All approved.
3. Approval of the Minutes of September 10, 2024, library board meeting: Balster moved to approve Funke seconded. All approved.
4. Public Comment: No public comment.
5. Budget Reports: Budget reports were reviewed. Questions regarding line #6310, and the payment to Advantage Administrators were asked. Kane will find out answers and report back to the board.
6. Bills: Bills were discussed and reviewed. Brindle moved to pay the bills; Balster seconded; all approved.
7. Circulation Statistics: Door count for September was 1060 people entered the library. This is up compared to last September door count was 798. Grand total of items checked out/utilized was 3239.
8. Future Building Project Reports: Recker reported on progress at the site.
9. Friends of the Library update: Balster reported that the Friends will be participating in the trunk-or-treat at Cascade Elementary this year. They will also hand out Friends of the Library brochures at that event. Balster reported that Friends will be looking for more cookies to be donated to the Cookie Walk at the library this year.
10. Programming/Upcoming Events/Librarians Calendar: Kane shared information about programs that the library has in the month of October. There will be an adult program on Tuesday, October 22 titled “The Phantom Coach”, spooky tales. Two book discussions this month. After-school Wednesday’s include crafts, a visit from the DNR with a program on furs, and Super Snakes with Jones County Conservation.
11. Library Board Bylaws: These were reviewed by the Library Board. Election of officers was held as required by the bylaws. Recker will serve as President, Funke as Secretary. All approved of these officers.
12. Budget for new building discussion: Deanna McCusker, City Administrator, attended to discuss with the library board planning for the budget for the 2025/26 Fiscal year as pertains to the new building. We need to establish cleaning of the building, how often, and costs associated with that. Kane will contact Premier Cleaning to get a quote on window washing for the new building. Staffing will also need to be discussed, adjusted, and budgeted for in the new building.
13. Shelving and Furniture: Has been finalized.
14. Current Library Building: An appraisal has been ordered.
15. Discussion on finalizing moving plans: Roger Powell will be providing a quote soon.
16. Mobile Hotspot #3: Kane reported that this hotspot is no longer functioning. A replacement can be sent in December.
17. Other: Kane reported that we received our check for Direct State Aid from the State Library. The total on that check is $1590.93
18. Adjournment: Next monthly library board meeting will be on Tuesday, November 12 at 4:30pm. Balster moved to adjourn, Funke seconded. All approved.