**Cascade Public Library Board of Trustees Minutes**

Tuesday, February 11, 2025 (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 4:30pm.
2. Approval of the Agenda: Brindle motioned to approve the agenda; Balster seconded. All approved.
3. Approval of the Minutes of January 14, 2025 library board meetings: Balster moved to approve, Gleason seconded. All approved.
4. Public Comment: No public comment.
5. Budget Reports: Budget reports were reviewed. The Storywalk Laminate pages almost doubled. We may look into a laminator after getting settled into the new library.
6. Bills: Bills were discussed and reviewed. Gleason moved to pay the bills; Balster seconded; all approved.
7. Circulation Statistics: Door count was steady. Kane has seen a slight increase of check-outs to help lighten the moving load.
8. Future Building Updates, Budgeting, Moving, & Policy Discussions:
   1. Furniture is moving in.
   2. Recker met with Balster, Funke (at different times) with Kate Keen (Cascade HS Art teacher). Donated artwork was looked at and decided where to display.
   3. Deanna (City Administrator) informed us the wall covering for the remainder of the silo will be getting put on as soon as they can get it in.
   4. The schedule to move is (starting Feb. 17) to pack on Monday & Wednesday. Move & unpack Tuesday & Thursday.
9. Friends of the Library update: They will provide refreshments for volunteers helping move. The cookie walk sold about 20 more containers this year compared to last year & raised approx. $9500. They also received approx. $700 from the raffle. Membership dues have increased. They will reimburse the library $750.00 for the new Christmas tree, and will volunteer to help at the Grand Opening.
10. Grand Opening of the new library: The date for the Grand Opening has been set for April 12, 2025 from 10a-2p. There will be a ribbon cutting at 10a.
11. Programming/Upcoming Events/Librarians Calendar: There is no programming as the library will be closed Feb. 16 through March 2.
12. Community Room Policy: The policy was discussed & a rental fee was set for $150.00 refundable deposit + $20/hr, not to exceed $100.00.
13. Code of conduct policy: Brindle moved to accept the Code of Conduct policy; Balster seconded, all approved.
14. Library Board meeting day & time: Balster moved to change the monthly dates of the library board meetings to the First Tuesday of each month (instead of the second Tuesday). Gleason seconded. This way bills can be approved by the library board before the council approves them. Meetings will also be held at the new library. This takes effect for the March meeting.
15. Library Trustee Handbook Chapter 9: Kane made the fact it is a good refresher to review this chapter, especially for the newer board members. The State also requires the board to review the handbook to stay up to date on the policies.
16. Other: Alisha Smith (Cascade Ag teacher & FFA advisor) reached out to Kane about the horticulture class doing some landscaping. Recker will meet with Smith to get more details. It was decided to accept Cindy’s bid to clean the library.
17. Adjournment: Balster moved to adjourn, Funke seconded. All approved.

Respectfully submitted,

Bret Funke, Cascade Public Library Board Secretary