**Cascade Public Library Board of Trustees Minutes**

Tuesday, January 14, 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; Gleason seconded. All approved.
3. Approval of the Minutes of December 10, 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 Invoice 7777-25 was asked, thinking it was previously paid. It was determined the banner was ordered, but we never received an invoice. A questions was asked regarding what Invoice 41915991 is for - it is another binder. We have received almost all the grants for the new library.
6. Bills: Bills were discussed and reviewed. Kane noted the banner invoice in the amount of $125.00 was not on the list and should be. Balster moved to pay the bills; Brindle seconded; all approved. Kane noted she had about 9 new books pending and 28 on backorder that may show up during the moving process. She has no control on this.
7. Circulation Statistics: Door count & participation was down, but that was expected as the library was closed for the holidays.
8. Future Building Updates, Budgeting, Moving, & Policy Discussions:
   1. Street lights are still in the works, the mover is coming out to double check his system will work, Recker will know more on 1-15-25 if we can move things in early, shelving is still set for the week of 2-3-25.
   2. Recker is getting landscape quotes this week. Gleason will be a second set of eyes on that department.
   3. Recker asked for help on the artwork. Balster & Funke volunteered, and Recker will also ask the art director at the high school for opinions.
   4. Kane is getting a quote from Zakk Hansel Cleaning on 1-17-25.
   5. It was moved by Brindle, & seconded by Balster, to get a new copier/printer for the new library. It was decided to go with the Ricoh IM C2510 model through Access Systems.
   6. The furniture that will not be moved into the new library will go on an online auction that will be hopefully be live 1-17-25. It will be a 2 week long auction, items will need to be picked up by 2-14-25.
   7. Kane is currently working on reviewing and changing the Community Room Policy. She will fine tune it some more and send it out over email. We want this established when the new library opens.
9. Friends of the Library update: Balster is still waiting on final numbers from the cookie walk - she should have these at the next meeting. Recker commented a new 8’ Christmas tree was bought for the new library.
10. Budget for 2025-2026. The new budget needs presented to the City Council at the 1-27-25 meeting. The following increases were made: 001-410-6350 to $2500.00, 001-410-6419 to $3,000.00, 001-410-6490 to $2,050.00 (due to alarm system), 001-410-6502 to $30,000.00, 001-410-6506 to $3,000.00, and 001-410-6512 to $10,000.00. Deanna will fill in wages, taxes, insurance, and utilities. Brindle moved & Balster seconded to approve the new budget.
11. Programming/Upcoming Events/Librarians Calendar: There is limited programming due to preparing to move into the new space.
12. Code of Conduct Policy: Kane will continue working on this & will present a new copy at the next meeting.
13. Other: The address for the new library is 108 2nd Ave SW.
14. Adjournment: Gleason moved to adjourn, Balster seconded. All approved.

Respectfully submitted,

Bret Funke, Cascade Public Library Board Secretary