**Cascade Public Library Board of Trustees Minutes**

Tuesday, July 1, 2025 (4:30pm)

Cascade Public Library Conference Room

108 2nd Avenue SW, Cascade Iowa

Present: Kane, Gleason, Balster, Funke

1. Call to Order: Balster called the meeting to order at 4:37pm.
2. Approval of the Agenda: Funke motioned to approve the agenda; Gleason seconded. All approved.
3. Approval of the Minutes of June 3, 2025 & June 18, 2025 library board meetings: Gleason moved to approve, Funke seconded. All approved.
4. Public Comment: None.
5. Budget Reports: Budget reports were reviewed. Over $3,000.00 going into library reserve fund (does not include Great Give Day). We received a couple gifts/donations that went into the Foundation Endowment.
6. Bills: Bills were discussed and reviewed. Gleason moved to pay the bills; Funke seconded; all approved.
7. Circulation Statistics: WiFi tracking is now working. Kane will send out community room attendance. A donation for Audiobooks went towards Hoopla since audiobooks are the most popular on there. Kane still trying to get in contact with Hoopla about costs.
8. Facility Updates: Front door - not locking & unlocking properly. Kane would like a new door that has to be physically locked & unlocked. Grass update - lawn will be taken out, good dirt brought in & re-seeded. This will be done this Fall. Patio furniture is here and set up! Funke made a motion to approve getting the tackboard (Plan H) for the vestibule, Gleason seconded. Wall guards have been ordered. It is recommended to use an epoxy paint in the silo & re-paint every couple years to help with scuffs. The AED was installed by the bathrooms and there will be a staff training for it.
9. Friends of the Library update: Funke has agreed to be the new liaison. The friends are helping with the kid events & gearing up for Hometown Days where they will have a lemonade stand.
10. Programming/Upcoming Events/Librarians Calendar: Less active events due to fair weeks. Ali Hutchins & Melissa plan to be gone the last week in July.
11. Summer Reading 2025 report: Jones County Fair donated tickets & wristbands! Delaney’s punch cards are filling up fast.
12. Agency Representative appointment: Typically a Thursday morning in September is the meeting. Gleason will be the attending board member with Melissa.
13. Personnel Policy: Updated with minor changes. Will approve at next board meeting.
14. Other: The board position is still open until July 9. Encourage people to apply.
15. Next meeting: Tuesday, August 5, 2025
16. Adjournment: Gleason moved to adjourn, Funke seconded. All approved.

Respectfully submitted,

Bret Funke, Cascade Public Library Board Secretary