**Cascade Public Library Board of Trustees Minutes**

Tuesday, Dec. 7, 4:30 at Cascade Public Library

Present: Kane, Brickley, Brindle, Ludwig, Thomas, Recker

1. Call to order at 4:30 pm
2. Approval of Agenda:  Motion by Brickley, second by Brindle, motion carried
3. Approval of minutes from November 4th, 2021 meeting: Motion by Brickley, second by Brindle, motion carried.
4. Public Comment:  No public comment.
5. Budget Report:  Budget reviewed by the Board.  Again Kane reported that $5600.00 in grant money will be added to line 6502. Kane mentioned that $150.91 was entered on line 6511 and that leaves a negative balance on that line.  She will speak to City Hall and ask what that expense amount was for and if it should have been entered in line 6511. There were no other discussions regarding the budget for the month.
6. Bills:  The billing for FEH Design of $1500.00 was noted. This was for the Community Survey and was paid out of the Library Reserve Funds.  This was part of phase 1 with FEH Design services. A motion was made by Recker and seconded by Brindle and motion was carried to pay the bills.
7. Circulation Statistics:  Although the door count was down for the month of November as is usual for November the Library is doing well with the basic use of every service that the Library offers.
8. Old Business: a. Future Building Project /SPARKS session with FEH / Survey:  There was a ZOOM meeting with FEH on Thursday December 2nd with the SPARKS members to discuss the Survey for the future Library.  There were nearly 300 surveys returned to FEH for the project.  Kevin Eipperle will be present at the January 4th , 2022 Library Board meeting to discuss the survey results in detail and also to have a meeting with Cascade City Council in the near future .b: Greater Community Foundation of Dubuque/Endowment:  Amy Manternach representing GCFD was present and spoke to but Board when the meeting came in session.  She presented a sample brochure for the CASCADE Public Library Endowment Fund.  The Board was asked to review the brochure and give input on changes or additions that they would like to see in the final brochure. Manternach commented that it may be a good idea to add a Giving Profile to the Cascade Public Library website.  Recker will meet with Manternach and Molly Moser to create an article announcing the formation of the Endowment Fund for Cascade Public Library to be published in the Dubuque Telegraph Herald.     c. Mobile Hotspots:  There will be 3 Hotspots available through the Library in the first of 2022 at a cost that will come out of the Library budget.  The yearly cost for the Hotspots will be $629.85.  That expense will probably be entered on line 6799-Capital Improvements on the budget report.  D. Other:  Our State Library Accreditation will be completed in January 2022.  Also Kane read to children at the festivities at The Cascade River Park Christmas Lighting event on Saturday ,December 4th.
9. New Business:  The monthly calendar of events for the Library was reviewed.  There will be a weekly opportunity available to children to male ornaments at home for Christmas.  b. Online Continuing Education Meeting Discussion:  This service will be available to the Board to view and learn from.
10. Next Meeting:  Tuesday January 4th, 2022 at City Hall.  Meeting time will be at 4:00pm. Motion made by Bickley, second by Thomas, motion carried to adjourn at 5:20 pm.

     Monica Recker Cascade Public Library Board of Trustees Secretary