**Cascade Public Library Board of Trustees Minutes**

Meeting September 15th, 2022, Council Chambers, 4:30pm

Present: Kane, Brindle, Ludwig, Thomas, Recker

Absent: Brickley

!. Meeting called to order at 4:30pm by Ludwig.  At this time Ludwig welcomed friends of the Library members Linda Dobler and Pat Even.

2.Approval of Agenda made by Recker, second by Thomas, all approve, motion carried.

3.Approval of Minutes from August 2nd, 2022 Meeting made by Thomas, second by Brindle, all approve, motion carried.

4.Public Comment:  No Public comment

5.Budget Reports: The Board reviewed the Expense, Revenue, Library Reserve, and Foundation Endowment report supplied by Director Kane in our monthly packet.  The Board agreed it is beneficial to review these reports monthly. On the Revenue History Report from 07/2021 to 6/2022 Administrator was going to request that the report be transferred to Library Reserve Account.  That total is $5,134.00.  Kane and Ludwig will speak to the Administrator Kotter about this.

6.Bills: The Iowa Library Association Conference will be held in Coralville, Iowa this year and Kane will be attending.  The cost of this is $135.00. the annual subscription for Newsbank was discussed and the monthly fee is $25.25 and Kane reported it was worth it as is the Bridges-Overdirve annual subscription of $801.06.  That comer to a cost of .22 cents an item used by patrons. There were no other questions on the bills. Motion by Thomas, second by Brindle, all agree and motion was carried to pay the bills.

7.Circulations Stats:  Grand total of all materials was down slightly. All materials used in August report was 4297 down from 4500 in the July report.  This is normally due to the end of the summer reading program.

8.Old business:  Updated reports by board member Ludwig on the Events Subcommittee, Brindle in Social Media and Recker on the Fundraising Subcommittee for the future Cascade Library were given at this time.  Events committee are Having guest bartending at Gingers on October 22 the day of the Iowa-Ohio State game, selling t-shirts to support Cascade’s Next Chapter, participation in Christmas in the Park on Nov. 26th and selling luminaries to be lite on Christmas Eve in Cascade.  Social media subcommittee is doing a video promoting the new library and is jus about ready to publish that unsocial media.  The fund-raising Subcommittee have been asked to state their intention to pledge for the future library and each committee member have been asked to contact past and present Friends of the Library to support the New Library Project.

9.New Business: Programming and Events and Librarians Calendar reviewed.  On September 27th Edgar Epperly will be presenting a program on Villisca Ax House Murders at 6:00pm at Two Gingers.  The Hotspots Policy was reviewed and voted to update late fee fines.  Motion was made by Brin due, second by Thomas, all agree and motion cried to update the Hotspot New Policy.

The Collection Development Policy was reviewed by the Board and were told by director Kane the Cascade Public Library meets the State Report Standards and a motion was made by Thomas, second by Recker all approve motion carried to accept bye CollectionDevelopment Policy.

Storywalk grand opening will be held on October 1st at 10:00am.  The story displayed will be I Don’t Want To Be A Frog.  Michelle Olson will be asked to attend.

There was a quote from DelaneyPC for $700.00 approximate cost to replace the laptop for Director Kane’s office.  Motion My Thomas, second by Brindle, all agreed, motion carried to replace laptop.

A library assistant position replacement will be posted as Carol Cigrand will be stepping down at some point from her position at the library.  This position will have set hours.

Window cleaning to be done this fall was brought up by Recker and was told that City Employees would have to dismantle the windows.  This matter will be looked onto.

At this time Dobler and Even discussed whether or not they added a 501c3 for Friends of the Library.  It was mom toned that they might discuss this with City Administrator Kotter.

Next meeting Wed. October 5th, City Hall at 4:30.

Motion to adjourn by Recker, second by Thomas, all agree, motion carried.

Monica Recker  Cascade Public Library Secretary