**Cascade Public Library Board of Trustees Minutes**

Wednesday, July 5, 2023 – 4:30pm

Cascade City Hall Council Chambers

320 1st Avenue W, Cascade Iowa

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

1. Election of Library Board Officers: Monica Recker was nominated to be President of the Library Board by Marie Thomas. Jacob Brindle seconded the nomination. All were in favor. Marie Thomas was nominated to be Secretary of the Library Board by Jacob Brindle. John Howard seconded the nomination. All were in favor.
2. Call to Order: Monica Recker called the meeting to order at 4:30pm. Recker welcomed Howard to the Library Board.
3. Approval of the Agenda: Ce Ann Brickley motioned to approve the agenda. Jacob Brindle seconded approval of the agenda. All were in favor.
4. Approval of the Minutes of the June 6, 2023, Library Board Meeting: Marie Thomas motioned to approve the minutes from the June 6 meeting. Ce Ann Brickley seconded approval of the minutes. All approved of the minutes.
5. Public Comment: None
6. Budget Reports: Reports were discussed. As this is the end of the 2022/23 fiscal year, lines of the expense report were reviewed. Two that were over budget were discussed – line #6419 (software) and #6350 (building repair and maintenance). Melissa Kane will email the City Administrator and City Clerk for detailed reports on those lines and share with the library board. The Endowment fund was briefly discussed.
7. Bills: Bills for July and upcoming for August were discussed. Melissa noted that the Bridges/Overdrive/Libby bill would also be paid in August and was not reflected on the report of upcoming bills. This bill is $800. Kane noted that we do frequently have more to pay in the summer, as we have renewals of subscription services occur more frequently in the summer. Also, summer is a heavy use time for the library, so we do tend to purchase more in that time. Thomas urged caution in coming months to avoid having to not be able to purchase at the end of the 23/24 fiscal year. The Library Books/DVDs/Subscriptions budget is $8000 less than last year due to limited space in the current facility. Marie Thomas motioned to pay the bills; Jacob Brindle seconded the motion. All were in favor.
8. Circulation Statistics: All numbers have increased from the month of May. 3090 physical items were checked out. 4626 people were reported to use all different resources. This number is the total of digital resources and physical resources, along with reading the newspapers, using the Wi-Fi, playing board games, or with the toys in the children’s section of the library. 1754 people came to the library in the month of June. Hotspots were discussed during this time as well. The library currently has 3 hot spots available. Kane reported that she is working with the Chief of Police Fred Heim to get one hotspot returned. She has also reached out to the person that has it and encouraged him to return it to any library in the state. The person has been made aware that checking out library items and not returning them is considered theft of City property. Another of the hot spots is not working, and Kane is working with T-Mobile to fix the issue. If it is not fixable Kane has been advised it is no longer under warranty and can only be replaced at our expense. Kane reported that one other had stopped working earlier in the year but was covered by warranty. Kane will investigate other companies that offer hot spots to libraries for checkout, to see if any have devices that last longer.
9. Old Business:
   1. FEH meeting minutes were included in the packet that goes over the meetings that have been held with FEH on the new library building. The next public meeting with FEH is on Friday, July 14 at 12:00pm at City Hall.
   2. Summer Reading: Kane reported that there are 150 children that have signed up for Summer Reading this year. 190 people attended the Absolute Science “Hands on Science Stations” at the Cascade Community Park on Thursday, June 29.
10. New Business:
    1. Programming/Upcoming Events/Librarians Calendar: The July 2023 programs were shared in the packet.
    2. Library Director Continuing Education Report: Distributed in packet.
    3. Friends of the Library Meeting: Wednesday, July 12 at 6:00pm at City Hall.
    4. Holiday Hours/Closed Days/Closing Early Days: The following are agreed upon for the 2023/24 year: Hometown Days: Closed, Labor Day: Closed, Wednesday before Thanksgiving – closing at 5pm, Thanksgiving Day and Friday after Thanksgiving: Closed. Closed: December 24, December 25, and December 26. Closed December 31, and January 1. Closed Memorial Day. Closing early July 3 at 5:00pm. Closed July 4
11. Adjourn: Next meeting was scheduled for Tuesday, August 1 at 4:30pm at City Hall. Ce Ann Brickley motioned to adjourn; Marie Thomas seconded the motion to adjourn. All approved of the motion. The meeting adjourned at 5:35pm.