**Cascade Public Library Board of Trustees Minutes**

Tuesday, September 5, 2023 – 4:30pm

Cascade City Hall Council Chambers

320 1st Avenue W, Cascade Iowa

Present:  Kane, Brindle, Brickley, Howard, Recker

Absent: Thomas

1. Call to Order: Monica Recker called the meeting to order at 4:30pm.
2. Approval of the Agenda: Brindle motioned to approve the agenda. Brickley seconded approval of the agenda. All were in favor.
3. Approval of the Minutes of the August 1, 2023, Library Board Meeting: Brickley motioned to approve the minutes, Howard seconded approval of the minutes. All were in favor.
4. Public Comment: None
5. Budget Reports: Reports were reviewed. Discussion was had on whether the lines #6506, #6507, and #6508 could be combined under #6506, so that negative amounts were not shown in categories that have no money budgeted to them. Also, if line #6350 and #6511 could be combined for that same reason. Programming expenses were reviewed.
6. Claims were reviewed. Howard moved to pay the bills, seconded by Brindle. All approved.
7. Circulation Statistics: Library statistics were reviewed. HOOPLA usage is up by 35 items. Next month’s bill for the service may be higher than estimated. 1175 people entered the library in the month of August. 2630 physical items were checked out. 251 people used the Wi-Fi or a computer.
8. Old Business:
	1. Future Building Project Reports: Recker reported that there is a pre-bid meeting on Thursday, September 7 at 3:00pm at City Hall. Board members are all welcome. There is also a Fundraising committee meeting on Tuesday, September 12 at 6:30pm at City Hall. The UTV ride raised $2500 for the Next Chapter fundraising, and Riverview Ridge Campground donated $5700 to the Next Chapter.
	2. Friends of the Library update: The Friends of the Library raised $2000 selling Lemonade at Hometown Days and $500 with the BINGO at Hometown Days. There is a Friends Executive Board meeting on Tuesday, September 12 at 5:30pm.
	3. Library Board Code of Ordinances Questions: City Administrator Lisa Kotter sent an updated Reserve Report to the Library Board and the Director. Also, the City Administrator said that the Library Director could wait until fall or winter to make another report to the City Council.
9. New Business:
	1. Programming/Upcoming Events/Librarians Calendar: The September 2023 Library Programs flier was in the meeting packet. September is Library Card sign-up month. There is a BINGO sheet people can participate in at the library to be eligible to win a prize. New card members will also be entered to win. Kane has an Agency meeting at the NICC Library on Thursday, September 7 at 9:00am. She will also be out of the library on Tuesday, September 19 for personal reasons.
	2. Library Director Continuing Education Report: Kane has signed up to attend the Iowa Library Association conference in Dubuque on October 12 and October 13. She will also be attending the Association of Rural and Small Libraries online September 20 – 23. She will be in the library attending the online conference.
	3. Library Board Education: Library Board members are required to participate in continuing education. The Iowa Library Trustee’s Handbook produced by the State Library of Iowa is a good resource for this education. Library Board members reviewed Chapter 5 on Budgeting for the meeting this evening. Kane will look for online options for training opportunities for the Library Board.
	4. Policy Review: Code of Conduct Policy and Personnel Policy: These policies were reviewed at this meeting. Policies are always available to be reviewed for changes.
	5. Hotspot Check out agreement: Howard suggested making sure that the Hotspot Checkout agreement and the Hotspot Mobile Device policies are aligned. After the meeting Kane reviewed these and found that the Hotspot/Mobile device polity has an optional $5.00 charge in it. The agreement will be updated to reflect that an optional $5.00 fee may also be charged for a disconnected hotspot.
10. Adjourn: The next meeting will be at City Hall on Tuesday, October 3 at 4:30pm. Howard moved to adjourn the meeting, Brickley seconded the motion. All approved. Meeting adjourned at 5:10pm.