**Cascade Public Library Board of Trustees Minutes**

April 4, 2023 – 4:00pm

Present: Kane, Brindle, Ludwig, Brickley

Absent: Recker, Thomas

1. Meeting called to order at 3:56pm
2. Approval of the agenda: Jacob Brindle moved to approve; Ce Ann Brickley seconded. All voted to approve the agenda.
3. Approval of the minutes from the March 7, 2023, meeting: Ce Ann Brickley moved to approve the minutes; Jacob Brindle seconded. All voted to approve the minutes.
4. Public Comment: None
5. Budget Reports: All budget reports: Claims, Expense, Revenue, Endowment reviewed. There is a check from the 28E with Dubuque County Library Agency to be deposited in the amount of $1831.20. Melissa Kane will submit it to the City Clerk after the meeting.
6. Claims/Bills: HOOPLA was discussed. For the rest of this fiscal year. We will keep the current limits imposed. $1.99 per item, and 5 items per patron card until June 30. July 1 we will take off the $1.99 per item limit and try to get some accurate data on usage so we know what to budget in the 2024/25 budget per month for HOOPLA services. There was also a grant that we had formerly received through Cascade Communications that is available to assist with paying for this type of digital service. Melissa will follow up with City Administrator Lisa Kotter on this.
7. Circulation Statistics: Total usage of all items is up from February from 2745 to 3487. Program participation is 471 for the month of March, versus 187 in February. Item check out in March is 2168 versus 1811 in February. Bridges/Overdrive usage is up 397 in March versus 362 in February. HOOPLA usage is down by 10 items, which may relate to reducing checkout limits from 6 to 5. 1001 people entered the library in March, versus 818 in February.
8. Old Business:
   1. Future building project/subcommittee reports/Library Design Committee update: Melissa Kane had no new reports to submit with the meeting packet for this month. FEH gave Melissa an Interior 3D view to share, which was at this meeting, and available to look at in the library as well. The next Library Design Committee meeting will be Friday, April 14 at 12:00pm. The next Fundraising committee meeting will be Wednesday, April 26 at 6:00pm.
   2. Other: Windows – Amy Ludwig will give Melissa contact information for professional window cleaning.
9. New Business:
   1. Programming/Upcoming Events/Librarians Calendar: Highlights for April Programming include Peep Dioramas available to view until Monday, April 10. Dubuque County Conservation will be at the Library on Thursday, April 13 at 4:00pm. A turtle, salamander, and possibly snake will be with the Conservationist at this program. Iowa’ Lost History on the Titanic program will be on Thursday, April 20 at 2pm.
   2. HOOPLA: This was discussed earlier in the meeting. See the Claims/Bills minutes.
   3. Other: Eunice Reisberg will attend the May 2 meeting at 4pm to present Library Board Education. Melissa Kane provided a draft report that will be presented to the City Council in May. This will be updated to reflect 6 months of data, and will include details on collection size, and some information on what is new in the library.
10. Adjourn: Next meeting will be May 2, 2023, at 4:00pm. Motion to adjourn by Ce Ann Brickley, seconded by Jacob Brindle. All approved. Meeting adjourned at 4:45pm

Minutes submitted by Melissa Kane