**Cascade Public Library Board of Trustees Minutes**

Monday, December 12, 2023 – 4:30pm

Cascade City Hall Council Chambers

320 1st Avenue W, Cascade Iowa

Present:  Kane, Brindle, Howard, Recker, Thomas

1. Call to Order: Monica Recker called the meeting to order at 4:30pm.
2. Approval of the Agenda: The agenda was approved with the addition of going into closed session at the beginning of the meeting. Motion to adjourn to closed session made by Brindle, seconded by Thomas. All approved. Pursuant to Iowa State Code 21.5(1)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual’s reputation and that individual requests a closed session. Meeting entered closed session. Motion Howard, second Thomas to return to open session. Motion carried, all ayes.
3. After the conclusion of the closed session regular meeting resumed at 5:15pm.
4. Approval of the Minutes of the November 6, 2023, Library Board Meeting: Brindle motioned to approve the minutes, Howard seconded approval of the minutes. All were in favor.
5. Public Comment: None
6. Budget Reports: Should the funds in the Endowment Fund be spent? Recker and Thomas requested this be added to the agenda to be discussed at the next library board meeting. All other reports were reviewed.
7. Bills: were reviewed. Recker had a question regarding the number of titles. Kane compared it to the previous month and noted that we had purchased 91 titles this month and 72 the month before. Part of the reason for the approximately 20 more was a visit from the Book Look vendor. Kane reported he visits 2 or 3 times per year. Howard moved to pay the bills, seconded by Thomas. All approved.
8. Circulation Statistics: Library statistics were reviewed. Thomas requested that we see about generating a report on Bridges to see which titles have a long hold list, and whether we can purchase digital audiobooks and or digital ebooks or the licensing for those. Also, we would need to know how long the license would be good for.
9. Old Business
   1. Future Building Project: The winning bid was submitted by Garling Construction in the amount of $2,777,000. The bid was approved by the City Council on Monday December 11. The City Administrator and the Library Board President met with Jason Lieb of Garling Construction to see if there was anything that could be cut to bring the cost down. Jason Lieb will meet with the subcontractors. There will be a preconstruction meeting on December 18. The fundraising committee has been stuffing envelopes. Wayne Kenniker from the Dubuque County Board of Supervisors met with Monica Recker and City Administrator Lisa Kotter to discuss whether the Board could provide any additional funding to the new building. The City Council approved sending a written request to the Dubuque County Board of Supervisors.
   2. Friends of the Library update: The annual meeting will occur on January 17, 2024 at 5:30pm. The cookie walk held on small business Saturday was a big success. All the cookies were sold.
10. New Business
    1. Programming/Upcoming Events/Librarians Calendar: Kane reported that she is hearing enthusiasm for Chip and Ed Recker’s storytime visit. We are looking forward to this event and anticipate good attendance. Brindle suggested that the week of Thanksgiving when kids are out of school for the week, would be a good time to offer some additional activities at the library. Kane said that would not be a problem to add events. Friends of the Library will host their cookie walk at the library on Saturday, November 25 from 9-noon. The book on the storywalk for November will be put out, upon completion of the lamination. The library will provide information about new titles of books and DVD’s on social media and in the Pioneer in the weekly library news.
    2. Library Director Continuing Education Report: Kane did not attend any continuing education opportunities in November but did share some that she would be attending in December.
    3. DVD and Audiobook Report: Kane shared a report on DVD and Audiobook purchases over the last 2 years. Both material type purchases have decreased. However, there are still decent statistics on the circulation of both types of material. The library board recommended this report be shared with the City Council.
    4. Other: Kane reported that there was a check received from the State Library in the amount of $2555.20 for Interlibrary Loan and Open Access that she will be giving to the City Clerk after the meeting to be deposited. Thomas suggested that at the next meeting the Library Board discuss making the library available for AA to utilize for meetings.

10: Adjourn: Motion was made to adjourn at 6:00pm by Thomas. Seconded by Howard. The next Library Board meeting will occur on Tuesday, January 9, 2024 at 4:30pm.