**Cascade Public Library Board of Trustees Minutes**

Tuesday, September 2, 2025 (4:30pm)

Cascade Public Library Conference Room

108 2nd Avenue SW, Cascade Iowa

Present: Kane, Brindle, Knief, Balster, Gleason, Funke

1. Call to Order: Balster called the meeting to order at 4:30 pm.
2. Approval of the Agenda: Brindle motioned to approve the agenda; Gleason seconded. All approved.
3. Approval of the Minutes of the August 7, 2025 library board meeting: Brindle moved to approve, Funke seconded. All approved.
4. Public Comment: Drive-up book drop is not easily accessible. Not a drive-up if you have to open your vehicle door to use it. A possible fix is a metal extension.
5. Budget Reports: Got new (plastic) library cards. Another hotspot needs replaced. Watching office supplies account.
6. Bills: Amendment of $475.00 to SWANK movie leasing. Gleason moved to pay the bills; Funke seconded; all approved.
7. Circulation Statistics: Usage was down a little, but to be expected. 130 patrons during Hometown Days hours.
8. Facility Updates: Grass is being reseeded, front door is officially fixed. Benches have been moved except for 1. Still waiting for wall shields to touch up paint.
9. Friends of the Library update: Lemonade stand went well, but not as successful as last year. Weather played a big part of this - so hot!
10. Programming/Upcoming Events/Librarians Calendar: Busy planning lots of stuff for October already.
11. Community Room: Camera will be put in. Amending reservation form. Post policy & fire code in room. Board/Director controls who uses room & when. Changes must go through them. Actual library off limits during closed hours.
12. Summer Reading 2025 report: Up from 2024!
13. Personnel Policy - Action Item: Knief motioned to approve changes to policy. Brindle seconded, all approved.
14. Circulation Policy: Revise & look into probationary period.
15. Library Assistant Position - 2 people interviewed who are looking for more part-time rather than full-time. It was decided to hire both as part-time employees instead of filling 1 full time position. Gleason moved to hire the 2 interviewees, Funke seconded. All approved.
16. Other: None
17. Next meeting: Tuesday, October 7, 2025 at 4:30pm.
18. Adjournment: Brindle moved to adjourn, Knief seconded. All approved.

Respectfully submitted,

Bret Funke, Cascade Public Library Board Secretary