The regular meeting of the Guttenberg Library Board was called to order on Monday, November 25, 2019 at 7:00pm, by President Jim Schlueter, trustees present Howard Hubbell, Jan Hansel, Beth Mescher, Dana Mast, Librarian Katie Beitzel and City Council Member Virginia Saeugling. The minutes from the October 28th, 2019, meeting minutes were read. Hubbell made the motion to approve the minutes, with 1 correction made to the minutes; Changing spelling of Virginia’s last night and Mast 2nd the motion. Motion carried.

**Unfinished/ Old Business**

**Strategic Plan** - Survey results all in. 82 responses have been turned in or completed online. Katie has created a Strategic Plan for 2020 – 2025. Katie needed to complete in stages (survey 1st, write up plan 2nd, present to library board 3rd and then having a state library representative look it over) for library’s accreditation. Hansel made the motion to approve Strategic Plan and bring back to meeting after review by state library representative and Mescher 2nd the motion. Motion carried.

**Budget -** Submitted to the city, Workshop Monday, December 16th, 2019 at 6:00pm.

**New Business**

**Circulation Policy Review -** Hubbell made the motion to approve Circulation Policy, with 2 changes made by Katie in policy (1st Change –1st page, 5th paragraph: adding $6 for 180 days and 2nd page, 7th paragraph: taking out a donation and adding $2 fee) and Mescher 2nd the motion. Motion carried.

**Correspondence –** 1st Correspondence; From Susan Leonhart and family thanking the library for the wonderful children’s program and how successful it was.

2nd Correspondence; a complaint from someone anonymous in the community about Katie being too loud at times in the library and needs to work on her manners and adequacy. Katie came up with this sign to post around in the library. She is asking for permission from the board to post this around in the library. Sign states: “Thank you, for visiting the Guttenberg Library. If the meeting room is available and the main library is a tad too loud, please feel free to use the meeting room. It has Wi-Fi connection and outlets for technology users and is a great space for quiet studying and reading.” Board all agreed and Okayed for Katie to post this sign around in the library.

**Upcoming Library programs**

Thursday, November 28th and Friday, November 29th - Library closed for Thanksgiving

Tuesday, December 5th @ 6:00pm - Book Discussion

Friday, December 6th @ 7:00pm - Star Wars Trivia Night

Friday, December 13th @ 10:30am - Toddler Time

Friday, December 13th @ 1 – 3pm - Scrabble

Monday, December 16th @ 6:00 PM - Budget Workshop

Tuesday, December 17th @ 6:30 PM - Community Movie (White Christmas)

Friday, December 20th @ 2:30 PM - Family Movie Matinee (Elf)

Tuesday, December 24th - Wednesday, December 25th - Library Closed

Tuesday, December 31st - Library closes at 1:30 PM

Wednesday, January 1st - Library closed

Friday, January 3rd @ 7:00 PM Teen Night Out

**Foundation Report –** Program in the works for April.

**Approve bills -** Done

**Set date for next meeting -** Monday, December 16th, 2019 at 7:00pm

**Adjourn -** Mast made the motion to adjourn the meeting for Monday, November 25th, 2019 at 7:40pm and Hansel 2nd the motion. Motion carried.

Respectfully submitted by Dana Mast on 11/26/2019