

The meeting of the Guttenberg Public Library Board was called to order on Monday, November 23rd, 2020 at 7:02 pm by library board president Jim Schlueter. Trustee members attending the meeting were Howard Hubbell, Librarian Katie Beitzel – in person, Dana Mast, Jan Hansel, Virginia Saeugling from the city council – on zoom. Minutes from the October 21st, 2020 were read and approved no corrections. Hubbell made the motion and Mast second the motion. The motion was carried.

Unfinished/Old Business

Phased Reopening Plan – Katie revised and made some additions to the Guttenberg Public Library Phased Reopening Plan; Motion was made by Mast and seconded by Hubbell. Motion was approved to update the reopening plan

Phase 2 - Staff reports as normal

- Staff will social distance as much as possible
 - This may include relocating staff to different parts of the library including the meeting room
- Begin the process of slowly reopening to the public
- Appointment Only Option
 - Provide 30-minute appointments for those wishing to look for books or use a computer.
 - One person or one family in the library during the appointment time
 - Staff will open the door.
 - This may be done by opening the door and ushering the patron(s) in or
 - This may be done by unlocking the door, stepping away from the door and letting the patron enter. Then relocking the door.
 - Or a staff member will be posted in the lobby to open the door for patrons
 - Staff will wipe down frequently touched surfaces such as door handles, counters and other items after each patron has left the building
 - Staff and patrons must wear a face mask at all times in the building unless medically unable to do so
- A face mask must cover both the nose and mouth

Other- None

New Business

CD- A CD is maturing on Dec. 5, 2020. Katie contacted all the local banks in town to get the current rates. A motion was made by Hubbell to go with the 1 year at .43% at Community Savings Bank. It was seconded by Hansel. The motion was approved.

Vacation Day/ Floating Holiday Approval for Director- Friday, December 18- Wednesday December 23, 2020- Katie has a floating holiday and some vacation days to use. These are the days she is requesting. Hansel made the motion and Mast seconded the approval of the days off for Katie. The motion was passed.

Other- Katie mentioned that there have been a few donations in memory of longtime library employee Kris Stocks and longtime library patron Janet Moser.

Foundation Report- The Foundation purchased Checkers TV for the library. Nancy will be putting videos on the library Facebook page as they come out. The Foundation has also received some nice donations.

Approve Bills

Set Date for next meeting- Monday, December 28, 2020 at 7:00 PM.

Meeting Adjourned- A motion for adjournment was made by Mast and a second by Hubbell. The motion was passed and the meeting was adjourned at 7:25 PM.