

Guttenberg Library Board Special Meeting  
Monday, June 7, 2021 7:00 PM  
Guttenberg Public Library

The special meeting of the Guttenberg Public Library Board was called to order on Monday, June 7, 2021 at 6:55 PM by library board president Jim Schlueter. Trustee members attending the meeting were Howard Hubbell, Jan Hansel, Beth Mescher, librarian Katie Beitzel, Virginia Saeugling from the city council, and library staff members Nancy Ruzicka and Leanne Lenhart.

**New Business**

Library Director Position- Katie has given 30 days' notice of her resignation from the library. It will be effective July 3, 2021. Katie stated she will be able to help on a part time basis after leaving the library with anything the staff or the library board might need. The board accepted Katie's resignation letter.

Until the position is filled Nancy, Leanne, and Emily will fill in the hours the library is open. Leanne can work a few more hours this summer because classes have not started.

Jim and Katie informed the library staff on Thursday, June 3, 2021, of Katie's departure and asked them to consider if they would like to step in to the director's role. Leanne Lenhart stated she would not like the position. She will be starting school in the fall. Nancy Ruzicka is still considering the options and will talk more to Katie about duties and other aspects of the job this week. Nancy will let Katie and/or Jim know her decision by Friday.

A suggestion was made that some of the duties could be separated out from the director's duties and given to the library aide. The board discussed and stated that if this happens the library aide would need to be paid more money as they would be taking on more responsibilities.

Advertising for the position will include a link of the library's website and Facebook page as well as the City of Guttenberg's website, the Guttenberg Press, the State Library of Iowa's website and the State Library discussion board Library Talk. The library will run the same ad that was used in the fall of 2018. The

position will stay salaried at 40 hours a week and will include vacation, holiday pay, IPERS and insurance.

The board members asked Katie if there is anything in the current librarian contract that might need to be changed for the future director. Katie suggested looking at the termination clause of the contract. Currently it states "The Librarian may terminate this Agreement by giving the Library Board at least ninety (90) days prior written notice. In the event the Librarian terminates this Agreement but fails to give the Library Board ninety (90) days prior written notice, the Librarian shall forfeit (or repay, as the case may be) one-twelfth (1/12) of the Librarian's annual salary. For purposes of this paragraph, the annual salary shall be the amount paid to the Librarian for the twelve (12) months previous to the date of termination." The board discussed this clause. One idea included making it 30 days' notice and another idea included pro-rating 30 days, 60 days, 90 days. Another suggestion was to match the city's new employee handbook that states "Employees shall present a written resignation at least two weeks prior to the effective date of the resignation." This will be discussed more once a new director is hired.

Virginia will talk to Denise about following the city handbook about paying out half of Katie's remaining PTO and last three vacation days.

A motion for adjournment was made by Hubbell and seconded by Mescher. The meeting was adjourned at 8:25 PM.