

The meeting of the Guttenberg Public Library Board was called to order on Monday, April 25th, 2022, at 7:00 PM, by library board member vice president Howard Hubbell. Trustee members attending the meeting were Dana Mast, Beth Mescher, Jan Hansel, and Librarian Katey Simon. Minutes from the March 22nd, 2022, meeting were read and approved with no corrections. Mast made the motion with no corrections and Mescher second the motion. The motion carried.

Technology Update Discussion and Budget Considerations:

- Katey stated that the cloud security needs to be updated. Katey contacted Brenda, a Marco Technology Advisor. A 3 year Meraki MX54W Advanced Security License and Supports would cost \$924.34. Katey said there should be enough money in the current budget to cover this cost.
- Katey stated that the server will need to be replaced before October 2023 and this will be costly. Marco is recommending a cloud server versus a physical one. Brenda with Marco is working on a proposal and is willing to come to a future board meeting to discuss technology needs and answer any questions. A cloud server will not need to be replaced. There will be some monthly subscriptions for necessary things needed for a cloud server.

Sex Offender Policy update - our current wording needs to be updated after more information was presented to director:

- Katey got an email from Mandy Easter, the State Law Librarian, clarifying what should and shouldn't be in the policy and the roles of the Library Director and Board. Discussion was held and the Board agreed to take out the 2nd paragraph: *The Library Director may only give written permission as the result of a vote at a meeting of the Board of Trustees at which a quorum is present.* Hansel made the motion to remove the 2nd paragraph and Mast second the motion. The motion carried.

Digital Sign Update:

- Katey stated that the deposit check has been received, the new sign has been ordered (about 8-12 weeks), and Troy has started the electrical work (that will be a separate cost, billed directly to the library).

Rod and Mary Jo Tangeman Family Endowment - current amount available to spend:

- Katey stated that the available amount to take out is \$3,680.00. Board agreed that the money should be taken out and used to improve the library or help with the 5-year strategic plan.

CD at Fidelity Maturing 5/17/22 - discuss and decide on whether to move or keep there:

- Board members all agreed to keep CD at Fidelity Bank. The Market President at Fidelity is able to match Community Savings Bank's rate of 0.31%, instead of Fidelity's rate of 0.20% for 12 months. Mescher made the motion to keep the CD at Fidelity Bank and Mast second the motion. The motion carried.

Recent Donation Update:

- Katey stated there was a \$1,400.00 donation made in memory of Karen Kay (Meyer) Hussain by her daughter and son-in-law. This will go under general funds.

Paid Time Off (PTO) Request from Director for July 18-22, 2022:

- Board approved Katey's PTO request for a 1st time youth service trip to Marshalltown. Howard signed and dated her PTO slip.

Clayton County Library Association (CCLA) Annual Spring Meeting update:

- Katey said a meeting was held last Tuesday, April 19th, 2022. CCLA members will be doing a Round Robin program which includes reading the book "What Can You Do With a Rock" and making pet rocks. Members will also be working a booth at the Clayton County Fair and have a kids basket to give away. Next meeting is Tuesday, 10/18/2022 at 7:00 PM hosted by The Guttenberg Library.

Library Foundation report from Foundation Treasurer Jim Schlueter:

- Lizzy Borden had a great turn out for The Foundation's 1st program since pandemic started, about 40 people attended.
- Book Sale: Thursday, June 2nd and Friday, June 3rd.

Upcoming Library Programs: Went through all the programs with board members.

- Friday, May 6th at 1:00 PM – Scrabble Group
- Saturday, May 7th at 11:00 AM - Therapy Dog Program
- Friday, May 13th at 11:00 AM - Toddler Time Program
- Friday, May 13th at 1:00 PM – Scrabble Group
- Wednesday, May 18th - Crafty Wednesday at 10:30 AM with Imagine the Possibilities Group and at 1:30 PM with kids from community
- Friday, May 20th at 1:00 PM – Scrabble Group
- Saturday, May 21st from 1:00 PM - 3:00 PM - Book signing and reading with Amanda Rose
- Friday, May 27th at 1:00 PM – Scrabble Group
- Monday, May 30th - Closed for Memorial Day

Approve Library's Expenditures:

- Howard, Dana, Beth, and Jan all approved and signed bills.

Set Date for Next Meeting:

- Tuesday, May 24th, 2022, at 7:00 PM

Adjourn:

- At 8:10 PM, Mast made the motion to adjourn the meeting and Mescher second the motion. The motion carried.

Respectfully submitted by Dana Mast on 4/26/2022