

The meeting of the Guttenberg Public Library Board was called to order on Monday, October 24th, 2022, at 7:00 PM, by library board member President Jim Schlueter. Trustee members attending the meeting were Howard Hubbell, Dana Mast, Jan Hansel, Beth Mescher, Librarian Katey Simon, and community patron Jenny Meyers. Minutes from the September 27<sup>th</sup>, 2022, meeting were read and approved with corrections. Mast made the motion to approve the minutes with corrections and Hansel second the motion. The motion carried.

#### **Work on Expense Section for 23-24 Fiscal Year Budget**

- Katey went over the upcoming fiscal years budget with the board members. Went through each line items and came to agreements with amount for each line items. Mast made the motion to approve the new budget for \$106,822 for the fiscal year for 2023/2024 and Hansel second the motion. The motion carried.

#### **Review Genealogy Policy**

- Katey went over the policy and changes were made to the policy. Board members agreed to take out the reader printer information, since the library no longer has one. Boards members all agreed with the changes made and added for the searches. Mast made the motion to approve the changes to the policy and Mescher second the motion. The motion carried.

#### **Create Library Credit Card policy**

- Katey discussed creating library Credit Card Policy with board members. City has one Director signs. Katey signed this policy. This will be used as a template. Board members have some changes they would like made. Katey will make suggested changes. Tabling this until November's meeting.

#### **Follow up from last month's Board Meeting:**

- **Current Director's salary compared to other directors' salaries in state**
  - Board members discussed what wage percentage increase library staff should be receive in the upcoming fiscal year. Hubbell made the motion to go ahead with the 4% wage increase for upcoming fiscal year and Mescher second the motion. The motion carried.
- **Endowment carries over from one FY to another**
  - Katey read emails between herself and the assistant city manager regarding this. Board members still have some questions and would like more clarification. Tabling this until November's meeting.
- **Lawn Bid with City**
  - Katey explained city contracts out for spraying of lawns throughout the city's properties. Was wondering if the library could get in on this too with city, if it would benefit the library cost wise. Right now, library contracts with Spring Green for 4 times a year at about \$50 each time = \$200 a year. Tabling this until November's meeting.

### **Last Minute Items**

- Katey stated the city auction went well. Most items the library put on the city's auctions went except the microfilm reader printer. Katey stated that someone is coming to look at it and is very interested in it.
- Katey stated she asked assistant city manager about liability if library decided at some time to put in a swinging bench. Assistant city manager stated that library is covered for all injuries or accidents under city insurance policy.
- Katey asked the board members if they would like a detailed copy of the History Expense Report each month with the other reports. Jim stated attach with next month's meeting, and we will all look at it and see if it is necessary or not.

### **Library Foundation report from Foundation Treasurer Jim Schlueter-**

- Jim stated there was donation made to the foundation for \$200 from the Cruisers. Jim said the money will be used for any programming cost.
- Jim stated there will be at least 3 programs that the foundation will fund, possibly in April, June, and September of next year.

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

- Majhogg, Thursdays at 1:00 PM, 3<sup>rd</sup>/10<sup>th</sup>/17<sup>th</sup>
- Scrabble, Fridays at 1:00 PM, 4<sup>th</sup>/11<sup>th</sup>/18<sup>th</sup>
- Tuesday, October 25<sup>th</sup> at 7:00 PM, Clayton County Library Association 2022 Fall Meeting
- October 24<sup>th</sup>-28<sup>th</sup>, Book Character Pumpkin Decorating Contest, drop off pumpkins 22<sup>nd</sup>-24<sup>th</sup>, winners announced 28<sup>th</sup>, pumpkin pickup 28<sup>th</sup>-31<sup>st</sup>
- Monday, October 31<sup>st</sup> from 5:00-7:00 PM, Trick-or-Treat
- Tuesday, November 1<sup>st</sup> at 6:00 PM, Book Discussion
- Thursday, November 3<sup>rd</sup> at 7:00 PM, Writers Open Mic
- Friday, November 4<sup>th</sup> at 10:30 AM, Toddler Time
- Wednesday, November 23<sup>rd</sup> at 10:30, Imagine the Possibilities

### **Approve Library's Expenditures:**

- Katey stated she is attaching with the bills, the petty cash receipts when she turns them in, then board members can sign off on and see what kinds of things library uses petty cash for.
- Jim, Howard, Dana, Jan, and Beth - all signed and okayed all the bills.

### **Set Date for Next Meeting:**

- Monday, November 28<sup>th</sup>, 2022, at 7:00 PM

### **Adjourn:**

- At 8:35 PM, Mescher made the motion to adjourn the meeting and Hubbell second the motion. The motion carried.

Respectfully submitted by Dana Mast pm 10/25/2022