

Guttenberg Public Library Board Meeting

Minutes, 11/28/2022

The meeting of the Guttenberg Public Library Board was called to order on Monday, November 28th, 2022, at 7:00 PM, by library board member President Jim Schlueter. Trustee members attending the meeting were Dana Mast, Jan Hansel, Librarian Katey Simon, and city council member Mandy Ludovissy. Minutes from the October 24th, 2022, meeting were read. Hansel made the motion to approve the minutes with no corrections and Mast second the motion. The motion carried.

Board Training

- Accreditation expires in 2023 and paperwork needs to be submitted by the end of February. Currently Guttenberg Library is at Tier 3. Katey explained what all entails for each tier level. Jim stated that he would like all the board members to check out the In Service to Iowa: Public Library Standards package and the Strategic Plan package to read and look over. Katey put all this on her to do list.

Review Library Credit Card Policy, Revise or Approve as needed

- Board members looked over the policy that was created. Hansel made the motion to approve the policy and Mast second the motion. The motion carried.

Follow up from last month's Board Meeting:

- **Endowment carries over from one FY to another**
- Katey went over email communication with City Manager to clarify what library should be doing with money they take out. Jim suggested to put the money into a new CD in case it does not get used right away. Fidelity Bank is offering a minimum of \$500 9-month CD right now at 3.96%. Board members agreed and Katey put this on her to do list. Mast made the motion to put the \$3,680 into a CD at Fidelity Bank for 9 months at 3.96% and Hansel second the motion. The motion carried.
- **Lawn bid**
 - o Katey stated she will need to let city know what type of spraying library wants by late January/early February of 2023. We would go with whatever bid is lowest unless there's a good reason not to. Put this on her to do list.

Can Soup be made for the Christmas Open House?

- Katey asked if this is okay or not and if it all goes well, would like to do this once a month if possible. Jim stated and board members all agreed that it would be, just as long anytime food or drinks are provided that displaying what the ingredients are in the items, for everyone to read and see.

CD Maturing in December

- Katey stated that the library has 1 Cd maturing in December around \$91,000 and had a list or interest rates from local banks for board members to look at. Boards members agreed to go with 18 months at 4.21% at Fidelity Bank. Mast made the motion to move forward going with 18 months at 4.21% at Fidelity Bank and Hansel second the motion. The motion carried.

Received donation from Guttenberg Industries

- Katey stated that they donated \$500 to the library and would like to see the money used for computer needs and/or children's programming.

Need to Know:

- Katey want to let board members what city was going with for raises and wanted to clarify if what she was reading was correct (\$2 - \$2.50/hour and/or 4%. Since library tries to follow what city of Guttenberg does for policies and raises. Library did already approve in the budget 4% raises for all staff).
- Microfilm was sold for \$75 to Montauk Historic Site in Clermont, IA
- City Budget Workshop is Wednesday, December 7th at 5 PM
- Tony Boardman would like to set a box outside of the library for blanket donations she is collecting for the homeless. Jim and board members okayed it as long as it is maintained.

Library Foundation report from Foundation Treasurer Jim Schlueter

- Jim stated there will be at least 3 programs that the foundation will fund in the upcoming year, possibly in April about barn building, in June about baseball, and in October about witches.

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

- Majhogg, Thursdays at 1:00 PM, 1st/8th/15th/22nd/29th
- Scrabble, Fridays at 1:00 PM, 2nd/9th/16th/23rd/30th
- November 28th-December 17th, Tiny Tree Display
- Thursday, December 1st at 7:00 PM, Writers Open Mic
- Saturday, December 3rd from 10 AM – 1 PM, Christmas Ornament Decorating for Library Tree
- Tuesday, December 6th at 6:00 PM, Book Discussion
- Friday, December 9th at 10:30 AM, Toddler Time
- Wednesday, December 14th at 10:30, Imagine the Possibilities
- Saturday, December 10th from 10 AM – 1 PM, Christmas Open House w/cookie decorating, warm drinks, coloring sheets, Tiny Tree Display

Approve Library's Expenditures:

- Jim, Dana, and Jan- all signed and okayed all the bills.

Set Date for Next Meeting:

- Tuesday, December 27th, 2022, at 7 PM

Adjourn:

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

Respectfully submitted by Dana Mast pm 11/29/2022