

The meeting of the Guttenberg Public Library Board was called to order on Monday, December 27<sup>th</sup>, 2022, at 6:55 PM, by library board member President Jim Schlueter. Trustee members attending the meeting were Howard Hubbell, Dana Mast, Beth Mescher. Jan Hansel - zoom, and Librarian Katey Simon. Minutes from the November 28<sup>th</sup>, 2022, meeting were read. Mast made the motion to approve the minutes with no corrections and Mescher second the motion. The motion carried.

### **Review Strategic Plan**

- **Current strategic plan is good through FY 25. Look to see where we stand with it and how we can improve.**
  - Reviewed the strategic plan with the board members. Board members made a few suggestions as maybe looking into someone to do online classes.

### **Review following Policies:**

- **Circulation Policy**
  - Katey suggested changes to the policy and the board reviewed and discussed as a group. Board approved the changes. Katey will rewrite with changes made. Board will table with approving the policy until next month's meeting in January.
- **Personnel Policy**
  - Katey suggested changes to the policy and the board reviewed and discussed as a group. Board approved the changes. Katey will rewrite with changes made. Board will table with approving the policy until next month's meeting in January.
- **Collection Development Policy**
  - Katey suggested changes to the policy and the board reviewed and discussed as a group. Board approved the changes. Katey will rewrite with changes made. Board will table with approving the policy until next month's meeting in January.

### **Update on City Budget Workshop**

- Katey received an email from the assistant city manager that that library trustee board members need to cut \$13,500.00 from their budget. Board members discussed and expressed to Katey that library will need to start applying for grants to help pay for the new server and then amend the budget. Mescher made the motion to approve cutting \$13,500.00 from the budget and Mast second the motion. The motion carried.

### **Access Point Modification/Wi-Fi Booster**

- Spotty wifi connection in meeting room no connection w/TV in the main room, unless access point is moved from back room to the corner part of the counter of the desk in main room. Like the signal is not reaching through the whole building. Nancy told Katey she has 3 boosters she would be willing to let library try out and sell if they work. Jim stated to try that and then if still not working contact company that library purchased Access Point from to see what the issue is.

### **CD interest going to city as revenue not back into CD.**

- Katey relayed information to the board members.

**PTO requests from director.**

- Katey requesting time off, 2 days, 8 hours each = total of 16 hours. Board members approved.

**Needs to Know:**

- Rod and MaryJo Tangeman Endowment = \$76,722.43
  - 2 donations in November; from Bill and Lori Tangeman = \$100.00 and Janet Hansel = \$50.00
- Letter from Schuster and Mick Law Office; from Estate of Stephen K. Beaumont for donations of books.
- Check from Allamakee County, dividend money = \$11.08
- On 4 computer Microsoft windows updates are due. Going from windows 8.1 to windows 10. Katey stated for 4 license upgrades will be about \$308.00. Katey stated she might have to use credit if they don't invoice.

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

- 3 programs scheduled and next meetings in March.

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

- Majhogg, Thursdays at 1:00 PM, 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup>
- Scrabble, Fridays at 1:00 PM, 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, 27<sup>th</sup>
- Wednesday, January 4<sup>th</sup> at 6:00 PM, Book Discussion at South Park Marina
- Thursday, January 5<sup>th</sup> at 7:00 PM, Writers Open Mic
- Friday, January 20<sup>th</sup> at 10:30 AM, Toddler Time
- Wednesday, January 25<sup>th</sup> at 10:30 AM, Imagine the Possibilities

**Approve Library's Expenditures:**

- Jim, Howard, Dana, and Beth - all signed and okayed all the bills.

**Set Date for Next Meeting:**

- Tuesday, January 24<sup>th</sup>, 2023, at 7:00 PM

**Adjourn:**

- At 8:25 PM, Mast made the motion to adjourn the meeting and Hubbell second the motion. The motion carried.

Respectfully submitted by Dana Mast 12/29/2022