

## **Guttenberg Library Board Meeting**

**October 28, 2024**

**Guttenberg Public Library**

**Minutes \*\*\*DRAFT\*\*\***

### **1) Call to order:**

The meeting of the Guttenberg Public Library Board was called to order on Monday, October 28<sup>th</sup>, 2024, at 6:54 PM, by Library Board Member President Jim Schlueter. The trustee members attending the meeting were Dana Mast, Beth Hansel, and Librarian Katey Simon.

### **2) Approve minutes from September 23<sup>rd</sup>, 2024, meeting:**

Minutes from the September 23<sup>rd</sup> meeting were read. Mast made the motion to approve the minutes with corrections. Mescher seconded the motion. The motion carried.

### **3) Discussion on Compensation Toolkit by the State Library of Iowa:**

The board members and Katey discussed the video that they all watched on their own time.

### **4) Review revision and approve Emergency Closing Policy:**

The board members and Katey reviewed the policy and changes. The board members a few more changes. Mescher made the motion to approve the Emergency Closing Policy with final changes and Mast second the motion. The motion carried.

### **5) Update on library service contract with North Buena Vista:**

Katey stated she talked to Al Breitbach last Friday and said a payment should have been sent. Katey spoke with the person who oversees the payments. That person stated they never received notification to mail a payment. Katey stated she sent them a new statement and they will be sending payment.

### **6) Continue discussion on potential Board member candidate list for mayor:**

Katey stated that the mayor would like to have 1 name proposed. The Board and Katey discussed the order of the 4 candidates for the mayor to contact. Katey will give that list to the City Manager.

### **7) Approval for director's overtime:**

Katey stated that she had a busy week last week and had some things come up and then needed to get some things finished. She had ½ hour of overtime last week. Mescher makes the motion to approve the overtime of a half hour last week. Mast second the motion. The motion carried. Katey asked normally we are supposed to get approval ahead of time, but this was a time it was not able to be done. Jim stated to just have it approved at the next meeting, like this time.

### **8) Work on FY 25-26 budget:**

The board members and Katey discussed and reviewed the budget, wages, increases in areas, etc.. Proposing \$33,100 in revenue and \$143,880 in expenditures for the next upcoming fiscal year 2026.

**9) Director sharing on the FY24 Public Library Annual Survey:**

Katey presented the completed annual survey for the library and says that she will have it at the desk if any of the board members want to come in and look it over.

**10) Director sharing on Iowa Library Association Conference, Clayton County Library Association Annual Fall Meeting, & Space Planning Workshop:**

Katey stated she attended the Iowa Library Association Conference, and it had breakout sessions and was informative and shared some things she learned with the board members.

Katey stated that Jan and she attended the Clayton County Library Association Annual Fall Meeting in Volga at their new library. She relayed a few things about the meeting.

Katey stated she attended the Space Planning Workshop in Decorah and relayed a few things about the workshop.

**11) CD maturing:**

The board members looked over the rates and terms for each local bank and discussed which one was the best fit for this time. Mast made the motion to go with Fidelity Bank for 20 months at 3.96% for the \$75,000. Mescher second the motion. The motion carried.

**12) Library roof inspection:**

Katey stated that Jamie let her know that she needed to get the roof inspected and when it would need to be replaced and estimation of cost. Jim stated it is a city building and that Jamie and he discussed this already. Jim stated he will talk to Jamie the city manager about the roof and the lights outside that are not working right.

**13) September Library Report for Board and City:**

Reports were reviewed and commented on.

**14) Guttenberg Library Foundation report from Foundation Treasurer Jim Schlueter:**

Jim relayed that the program had good turnout. Had about 48 people attend. Next meeting will be on Tuesday, November 12<sup>th</sup>.

**15) Upcoming Library programs:**

- Story Walk® book: "PJ the Flame: A Story About Fire Safety" by Jenny Cable
- Majhongg, Thursdays at 1:00 PM: 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup>
- Scrabble, Fridays at 1:00 PM: 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, 29<sup>th</sup>
- Tuesday, November 5<sup>th</sup> at 6:00 PM, Book Discussion: "The Good Neighbor: The Life and Work of Fred Rogers by Maxwell King
- Wednesday, November 6<sup>th</sup> at 2:30 PM, Tweens-day after school program
- Thursday, November 7<sup>th</sup> at 7:00 PM: Writers Open Mic
- Friday, November 8<sup>th</sup> at 10:30 AM, Toddler Storytime

Monday, November 11<sup>th</sup> – Library closed, due to Veterans Day

- Thursday, November 14<sup>th</sup> at 10:30, Program with Imagine the Possibilities
- Wednesday, November 20<sup>th</sup> at 2:30 PM, Tweens-day after school program
- Friday, November 22<sup>nd</sup> at 10:30 AM, Toddler Storytime
- Puzzle Exchange through November
- Working on possible grief and the holidays program in November

**16) Approve library expenditure:**

The Board of Trustee members approved all expenditures for the month.

**17) Set date for the next meeting:**

Monday, November 25<sup>th</sup>, 2024, at 7:00 PM.

**18) Adjourn:**

At 8:38 PM, Mast made the motion to adjourn the meeting and Mescher seconded the motion. The motion carried.

**Respectfully submitted by Dana Mast on 10/29/2024.**