

The meeting of the Guttenberg Public Library Board was called to order on Tuesday, January 24th, 2023, at 7:00 PM, by library board member President Jim Schlueter. Trustee members attending the meeting were Dana Mast, Beth Mescher, Jan Hansel, and Librarian Katey Simon. Minutes from the December 27th, 2022, meeting were read. Mast made the motion to approve the minutes with no corrections and Mescher second the motion. The motion carried.

Review following Policies:

- **Circulation Policy**
 - Katey amended the policy and board reviewed the revised policy and few more corrections made to the policy. Mast made the motion to approve the policy with corrections and Hansel second the motion. The motion was carried.
- **Personnel Policy**
 - Katey amended the policy and board reviewed the revised policy and few more corrections made to the policy. Mast made the motion to approve the policy with corrections and Mescher second the motion. The motion was carried.
- **Collection Development Policy**
 - Katey made changes to the policy and board reviewed the revised policy and no more corrections made to the policy. Mast made the motion to approve the policy with no corrections and Mescher second the motion. The motion was carried.

Update on Library Budget Change

- Katey stated that the city says that we need to have a line item where the money for the server is going to come from. The line item for \$13,500 under “Other Capital Equipment” was kept and a line for grant proceeds for the same amount was added under the revenue section.

Update on Access Point Modification / Wi-Fi Booster

- Katey stated she was explained to and understands how this is supposed to work; the access point needs to be mounted from the ceiling with the antennas pointing downward so the range would cover the whole library (like a flashlight would work). Laying down and antenna’s pointing upward will not give the range needed. Katey will reach out to Troy, to mount from the ceiling some place in the building.

Library Aide Position

- Katey stated Emily Mueller has resigned and her last day of work is Monday, 1/30/2023. and using last of her vacation hours on Tuesday, 1/31/2023. She currently works around 7 hours per week, with 1 rotating Saturday a month (4 hours) and then 1 week (3 hours) or 2 week days (3.5 hours each day). Board members stated to start advertising for this position next week in the Guttenberg Press, Channel 6, Guttenberg Library website, and Facebook and advertise the position for 6 – 8 hours per week. If anyone calls of questions the wages, can start out 50 cents lower than Emily and then in 90 days raise of 50 cents.

Update Library President Ability to Vote

- Katey states that no where does it say they can or cannot vote. They usually choose not to and just vote to break ties.

Needs to Know:

- Nothing more said about the Estate of Stephen K. Beaumont for donations of books.
- Katey stated she purchased the 4 computer license upgrades on Microsoft windows updates, going from windows 8.1 to windows 10. When trying to be installed, it wants her to uninstall Webroot Antivirus, before you can install the new windows. It is asking for a security code to uninstall Webroot Antivirus. Nancy McClellan came and tried and no success. Not sure where to get the code, Katey stated. Katey is wondering if the library could look into getting their own technology person, to look over and oversee the technology in the library, as this part is way out of her league. Jim stated to have Katey reach out to Travis Geuder to see if this would be something he would be willing or able to do, or make a recommendation. Tabling this until February's meeting.
- Correspondences: Library board members received 2 thank you notes from library staff members.

Library Foundation report from Foundation Treasurer Jim Schlueter

- Jim stated there is a meeting scheduled in March and will be discussing book sales and program in April.

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

- Majhogg, Thursdays at 1:00 PM, 2nd, 9th, 16th, 23rd
- Scrabble, Fridays at 1:00 PM, 3rd, 10th, 17th, 24th
- Thursday, February 2nd at 7:00 PM, Writers Open Mic
- Tuesday, February 7th at 6:00 PM, Book Discussion
- Friday, February 10th at 10:30 AM, Toddler Time

Approve Library's Expenditures:

- Jim, Dana, Jan, and Beth - all signed and approved all the bills.

Set Date for Next Meeting:

- Monday, February 27th, 2023, at 7:00 PM

Adjourn:

- At 8:20 PM, Beth made the motion to adjourn the meeting and Mast second the motion. The motion carried.

Respectfully submitted by Dana Mast 1/26/2023