

The meeting of the Guttenberg Public Library Board was called to order on Monday, February 27th, 2023, at 7:00 PM, by library board member President Jim Schlueter. Trustee members attending the meeting were Dana Mast, Beth Mescher, Jan Hansel, Librarian Katey Simon, and City Council member Mandy Ludovissy. Minutes from the January 24th, 2023, meeting were read. Mescher made the motion to approve the minutes with corrections and Hansel second the motion. The motion carried.

Review both ADA priority for Accreditation and Accreditation application:

Katey stated she was getting ready to submit the ADA priority for accreditation and accreditation application and realized the Guttenberg Library Computer and Internet Use Policy was not reviewed within the last 3 years and needed to be before submitting with this application. She said it was approved to have board review policy at next months board meeting and then submit after that. Katey will email accreditation application for board members to review as well. Once all submitted, reviewed, and approved library will be accredited for the next 3 years (2024, 2025, 2026). The ADA priority for accreditation was reviewed and Katey suggested a few changes to help with better access and use of the library: meeting room door handle changed, fire extinguisher – sign or lower access, one table height raised.

Discuss outside help overseeing library technology needs:

Katey stated Travis Geuder will be the library’s technology person. Katey read an informal proposal over an email that he charges \$40 per hour with 15 minutes increments, and will bill at the end of each month. This would be contracting outside of the library, not a regular employee. President and trustee members all signed the informal proposal. Mast made the motion to move forward with contracting Travis Geuder for technology person for the library and Mescher second the motion. The motion carried.

Discuss computer/server updates/replacement:

Katey read an email from Nancy McClellan with three options for the computers and Windows 10 installment. Board members agreed to pay off Nancy for her time and then use Travis for any further technology questions or issues, since library now has contracted him. Katey will meet and talk with Travis what the plan is for the server situation. Next the computer and window situation, and then monitor all and any technology issues and updates on all technology devices.

Library Aide position update:

Katey stated she was going to say no one has responded or applied for the position, then today she checked the mail and received one application in the mail. The applicant stated they would like to be interviewed in person but will be out of town until March 20th.

Vacation time clarification:

Katey has a question if she hires someone before the Fiscal year, knowing they don’t get vacation until here one year. Do they then go over the one year, until Fiscal year comes around or how does that work? Michelle at city hall says was told fiscal year for library employees. Board members said they would need to be prorated the few months and then renews each year at the Fiscal year.

Jim is going to check with city to see if Katey gets PTO hours each pay period and vacation days. Katey states they are both on her pay stub. Bring back to next month's meeting with clarification.

Director PTO approval:

Katey would like to take 8 hours off on March 16th. Board members all approved, and Jim signed and dated her PTO slip.

Library Foundation report from Foundation Treasurer Jim Schlueter:

Jim stated they have meeting next month in March and will discuss programs and book sale.

Upcoming Library programs: Went through all the programs with the board members and Katey added one more program.

- Majhogg, Thursdays at 1:00 PM, 2nd, 9th, 16th, 23rd
- Scrabble, Fridays at 1:00 PM, 3rd, 10th, 17th, 24th
- Writers Open Mic, Thursday, March 2nd at 7:00 PM
- Book Discussion, Tuesday, March 7th, at 6:00 PM
- National Pi Day celebration; everyone can bring a pie to share, Tuesday, March 14th
- Imagine the Possibilities program, Wednesday, March 15th, at 10:30 AM
- Storytime, Friday, March 17th, at 10:30 AM
- Nerf War at Municipal Building Auditorium, Friday, March 24th, at 12:00-1:30 & 1:30-3:00

Approve library's expenditure:

Jim, Dana, Beth, and Jan – approved all bills.

Set date for next meeting:

Monday, March 27th, 2023 @ 7:00 PM

Adjourn:

At 8:00 PM, Mast made the motion to adjourn the meeting and Hansel second the motion. The motion carried.

Respectfully submitted by Dana Mast 2/28/2023