

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

Board training: TED Talk: Are Libraries Still Relevant? & discussion:

Board trustee members and Katey watched the video together as a group and talked about it a little afterwards.

Review Computer and Internet Use Policy:

Board trustee members looked over the old policy and the new policy Katey revised and shortened after talking with Mandy Easter, State Law Librarian and looking at policies from other libraries. One more change was made to the new revised policy. Mescher made the motion to approve the revised and additional change to the 'Computer and Internet Use Policy' and Hubbell second the motion. The motion carried.

Update on outside help overseeing Library Technology needs:

Katey states she met with Travis a few weeks ago, the library's technology person. He states the library may not need expensive upgrades on the server, etc.... Travis asked if he would be able to come in after hours to do some more looking into all the technology for the library, then it doesn't disrupt anything during business hours. Board trustee members okayed for Travis to have a key and come in after hours. Katey stated she would like to have 1 staff computer replaced and 1 patron computer replaced too. Then will relook at the budget and she see what all other technology upgrades need to be done and see about replacing other computers. Board trustee members asked Katey to start getting quotes for new computers and bring them back to next month's meeting.

Library Aide Position update:

Katey stated there were 2 applicants that applied for the position and interviewed them last Tuesday, using a Rubric scoring system to help choose the best fit person for the job. Both applicants were a great fit for the position. One applicant withdrew their application. The other might be gone for two months during winter and Katey asked if this would be OK. Michelle at City Hall said it was up to the Library Trustee Board members. Board members all agreed that she would not receive paid time off or IPERS during that time frame. Katey said she will talk to the other librarian and then call applicant back, that position is theirs if they are still interested.

Discuss Library at Farmer's Market:

Katey stated that she would like to get out into the community to promote the library more. Stated could offer water and/or lemonade to drink, sign patrons up for library cards if they don't already have one, take the cart of books that are for sale in the lobby and sell them, and maybe do a craft project with the kids. It would not be every weekend, when Katey could get staff in to go up to Farmer's Markets, 1 time a month or so. Board trustee members all agreed and agreed that this is a great idea.

Discuss replacing Library furniture, putting TV/tech in meeting room:

Katey stated the library furniture in the main room is getting worn and asked the board trustee members intake in this. Board trustee members all agreed to start shopping around and figure out what would be best for the room and quotes for prices of the new furniture. Jim stated, talk to the city, and see what or how we go about selling the old furniture. Trustee member asked when the last time carpets were shampooed, and Katey said she was just looking back into that and stated it has been about 5 years. Jim states go ahead and get price quote on that too for now. Then will look at other upgrades for the library.

Approval for Director to attend the Iowa Library Association Leadership Symposium on Friday, April 14th:

Katey stated she would like to attend this Iowa Library Association Leadership Symposium in person. The cost to attend is \$50 per person, plus mileage, plus lunch, would cost around \$150. It is from 9am-3pm (leave around 8am and home around 4pm). There is one they are offering in Fayette. Katey will attend that one. Mast made the motion to approve Katey to attend in person the Iowa Library Association Leadership Symposium and Mescher second the motion. The motion carried.

Director PTO approval:

Katey stated she filled out a PTO slips for when she was sick to cover her hours (15.25 PO hours used). Hubbell made the motion to approve the PTO hours and Hansel second the motion. The motion carried.

February Library report for Board and City:

Michell from the city asked if the library has ever done a Guttenberg Public Library Monthly Report. Katey stated it hasn't been done before. Katey made one up: library users, new cardholders, programs held, program attendance, items checked out, materials added, computer users, Wi-Fi users, reference questions answered, and groups who used meeting room. Trustee member asked might be an idea to add e-book checkouts.

Other:

Endowment came in the mail. The amount able to be taken out is \$3760.00. May use this for the new bike parking, nothing set yet for this project.

Library Foundation report from Foundation Treasurer Jim Schlueter:

Jim stated that there is meeting scheduled for April 17th and will discuss the book and bake sale, three programs scheduled for the year too.

Upcoming Library programs:

- Majhogg, Thursdays at 1:00 PM, 6th, 13th, 20th, 27th
- Scrabble, Fridays at 1:00 PM, 7th, 14th, 21st, 28th
- Thursday, March 30th, noon, Katey speaking at Rotary meeting
- Tuesday, April 4th, at 6:00 PM, Book Discussion
- Thursday, April 6th at 7:00 PM, Writers Open Mic
- Saturday, April 15th, at 10:00 AM, Dads and Doughnuts
- Tuesday, April 18th, at 7:00 PM, Clayton County Library Association Annual Spring Meeting @ McGregor Public Library
- Wednesday, April 19th, at 10:30 AM, Imagine the Possibilities program
- Friday, April 21st, at 10:30 AM, Toddler Time

Approve library's expenditure: Jim, Howard, Beth, Jan, and Dana / Done

Set date for next meeting: Monday, April 24th, 2023 @ 7:00 PM

Adjourn: Time:

8:30 PM Mast made the motion to adjourn the meeting and Hubbell second the motion. The motion carried.

Respectfully submitted by Dana Mast 3/28/2023