

The meeting of the Guttenberg Public Library Board was called to order on Monday, August 28th, 2023, at 6:58 PM, by Library Board Member President Jim Schlueter. Trustee members attending the meeting were Howard Hubbell, Dana Mast, Jan Hansel, Beth Mescher and Librarian Katey Simon. Minutes from the July 24th, 2023, meeting were read. Mescher made the motion to approve the minutes with 2 corrections. Mast seconded the motion. The motion carried.

Board Training: The Ten Habits of Highly Effective Library Boards (continue from last month):

The Board of Trustee members all watched 10 minutes of 2 video clips #2 and #3. Then had a discussion of what we just watched and took from the video clips.

Policies:

a. Reconsideration process review & approve:

Katey would like to add to this policy process Collection Development/ Material Selection Policy. Board of Trustee members reviewed them. Mescher made the motion to approve the Request for Reconsideration of Library Resources form and adding to this Collection Development/ Material Selection Policy. Hubbell seconded the motion. The motion carried.

b. Proctoring policy:

Board of Trustee members reviewed the policy with Katey's corrections. Hubbell made the motion to approve the Guttenberg Public Library Proctoring Policy with corrections. Hansel seconded the motion. The motion carried.

Library Aide position update:

Katey stated she interviewed and hired Christina 'Chris' Koth, last Friday. Jim met her too. She seems to have a good background and potential to move up in the future if need to.

Tech update:

Katey emailed the Board of Trustee members earlier this month that Travis Geuder will no longer be able to be the Library's IT support person. Mark Payne was contacted by Katey and got some background information on him. He is willing to be the library's IT support person. He charges \$50/ hour and can do most of his tech support/ updates remotely from his home business. Mark did state that the library will need a new server instead of a NAS to support a domain for safer security. Should last about 10 years or so, cost depends on storage space needed ranging from \$5,100 to \$8,500 (from supplies, installation, etc....). Needs to be in by October 10th, 2023, because the old server will not be functionable anymore. Mark will also come to the library next week to set up the 4 new computers and then take the 2 other computers to see if they are fixable or not. Hansel made the motion to approve the library's tech support and new server up to \$8,500. Mescher seconded the motion. The motion carried.

Correspondence and donation from Guttenberg Municipal Hospital Employee Association:

The library received a card and donation from the Guttenberg Municipal Hospital Employee's Association for their Friday jean day donations of \$320. Katey will have the budget amended to later spend on updating the library's medical book section.

The library also got 2nd place in the Guttenberg Umbrella Arts Organization contest for the UFO umbrella the library entered and received \$75 in Guttenberg Bucks'. Katey stated since it is Guttenberg bucks, she will use it to take herself and library staff out for dinner sometime.

Approval for Director to:

a. Vacation days September 21 & 22:

Katey requests 2 days off. Hubbell made the motion to approve Katey's vacation days. Mast seconded the motion. The motion carried.

b. Learning Circuit Thursday, September 28th:

Katey would like to attend Learning Circuit at Cedar Rivers AEA in Cedar Falls, Iowa. Would like the board's approval to have a registration fee of \$20 and mileage there and back about \$117 to get reimbursed. Mast made the motion to approve attending Learning Circuit at Cedar Rivers AEA in Cedar Falls, Iowa, and reimbursement for registration and mileage. Hansel seconded the motion. The motion carried.

Tangeman Endowment withdrawal:

Tangeman Endowment is worth \$81,070.15 and can spend up to \$3,760 of it for this year. Board of Trustee members discussed and agreed to have money withdrawn and budget amended for full amount to help pay for new server. Hansel made the motion to approve withdrawal of \$3,760 and have budget amended and place money in the capital funds line item. Hubbell seconded the motion. The motion carried.

CD maturing 9/25/23:

CD maturing at Fidelity Bank in Guttenberg for \$75,000. Katey gave board a list of current interest rates & terms for all 3 banks in town. Hubbell made the motion to approve to go with Fidelity Bank for 13 months at 5.00% and/ or Katey's best decision possible with interest rate, no longer than 13 months. Mast seconded the motion. The motion carried.

Janee Jackson-Doering, State Library Youth Services Consultant, visiting Clayton County Library Association libraries September 12-13:

Katey states Janee will be touring all the libraries in Clayton County in 2 days. Tuesday night September 12th at 7:00 PM will be at the Guttenberg Library for a meet and greet. Katey would like if anyone were interested to make some appetizers to share for the meet and greet Tuesday night.

Wii gaming in library:

Katey stated some Wii gaming equipment items have been donated to the library and thinking of keeping it in the meeting room, would like in the future a TV for the meeting room. We have kind of discussed this before. Katey also stated before they can let patrons know this, would need would need to have a policy and procedures for this.

Iowa Library Association Conference, October 11-13:

a. Possible library closure for staff to attend if interest:

Katey stated to disregard this because Nancy and LeeAnn are not interested in attending. Katey would like to attend. With registration fees, some other extra registration fees, mileage, hotel stay, would possibly need reimbursed up to about \$650. All depends on if she stays in a hotel by herself or shares the cost with

someone else, stays with someone in Dubuque, or drives back and forth every day. Mast made the motion to approve Katey to attend the conference in Dubuque and up to \$650 reimbursement. Hubbell seconded the motion. The motion carried.

July & FY 22/23 library reports for Board and City

Board of Trustee Members looked over. Katey contacted The Guttenberg Press office and asked if they would publish the fiscal year report in the paper, then patrons can see what is being offered at the library.

Library Foundation report from Foundation Treasurer Jim Schlueter:

Jim states the annual meeting is in September and will be having election of officers at that meeting. Program on October 19th at 7:00 PM at Guttenberg Municipal Building – top floor, Salem Witch Trial. Jim stated if hear of anyone interested in being on Library Foundation, let him know.

Upcoming Library programs:

- Majhonn, Thursdays at 1:00 PM, 7th, 14th, 21st, 28th
- Scrabble, Fridays at 1:00 PM, 1st, 8th, 15th, 22nd, 29th
- Tuesday, September 5th at 7:00 PM, Book Discussion
- Thursday, September 7th at 7:00 PM, Writers Open Mic

Approve library's expenditures:

Board of Trustee members approved all the bills – Jim, Howard, Dana, Jan, and Beth.

Set date for next meeting:

Monday, September 25th, 2023, at 7:00 PM

Adjourn:

At 8:45 PM Hansel made the motion to adjourn the meeting and Hubbell seconded the motion. The motion carried.