

The meeting of the Guttenberg Public Library Board was called to order on Monday, September 25th, 2023, at 6:56 PM, by Library Board Member President Jim Schlueter. Trustee members attending the meeting were Howard Hubbell, Dana Mast, Jan Hansel (zoom), Beth Mescher and Librarian Katey Simon. Minutes from the August 28th, 2023, meeting was read. Hubbell made the motion to approve the minutes with 1 correction. Mescher seconded the motion. The motion carried.

Board Training: The Ten Habits of Highly Effective Library Boards (continue from last 2 months):

The Board of Trustee members all watched 10-12 minutes of video clips #4 and #5. Then had a discussion of what we just watched and took from the video clips.

Work on revenue section for FY 24/25 budget:

Katey reviewed with the Board Trustee members the revenue portion of 24/25 FY budget. Keeping everything the same as last year. Board members currently have no concerns or questions about that portion of the budget proposal. The board will finalize and approve the budget at the October Board Meeting.

Tech update:

Katey stated that Mark, the library's new IT person, got all but 2 computers up and running now, Other 2 needed cord adapters which just came in. After those 2 are set up, the library will have updated 4 patron computers and 1 circulation computer.

Discussed server quote from Mark's company: Solutions by Mark LLC. Quote includes – tower server, 5 years tech support, shipping of items, subscriptions for cloud backup and endpoint protection, and labor about estimated at 16 hours at \$50 per hour. Total around \$5024.00 estimated for now. Mescher made the motion to go ahead with the new server by Solutions by Mark LLC for \$5024.00. Hubbell seconded the motion. The motion carried.

Katey talked about the backing up things on a few options: #1 Cloud back up (schedule when and how often you want things backed up) for 1 terabyte annual subscription for \$800. #2: use a portable backing up system, rotating the backing up cords (physically). Board decided to go with the annual subscription for right now.

CD maturing 9/25/23:

Went with keeping CD at Fidelity Bank for the \$75,000 for 13 months at 5.07%.

Update on visit from Janee Jackson-Doering, State Library Youth Services:

Janee Jackson-Doering visit went great. She would like to come back again and do one-on-one consultations on managing children's, junior, and young adult collections with interested libraries in Clayton.

Update on Iowa Library Association Conference, October 11-13:

Katey states she is registered for the conference. She will be staying and sharing the cost with another person. Cost total between \$464-\$530.

August library reports for Board and City

Board of Trustee Members looked over. All looks good and highly informative.

Other needs to know:

Katey states that the Clayton County Library Association Annual Fall Meeting will be held Tuesday, October 17th @ 7:00 PM at the Monona Library.

Katey also stated that the library received a Thank You note from Quinn, who won the telescope from the Summer Reading Program this year.

Library Foundation report from Foundation Treasurer Jim Schlueter:

Jim stated at their Annual Meeting they had an election of officers. Keeping all the officers the same.

Upcoming program in October on the 19th @ 7:00 PM at Guttenberg Municipal Building – top floor, the Salem Witch Program.

Received a donation of \$500 from Graduate Management Admission Council in honor of retiring board member John Erickson.

Upcoming Library programs:

- Majhongg, Thursdays at 1:00 PM, 7th, 14th, 21st, 28th
- Scrabble, Fridays at 1:00 PM, 1st, 8th, 15th, 22nd, 29th
- Tuesday, October 3rd at 6:00 PM, Book Discussion
- Thursday, October 5th at 7:00 PM, Writers Open Mic
- Thursday, October 19th at 7:00 PM, Salem Witch Program (put on by the Guttenberg Library Foundation)
- Pumpkin Character Contest in October

Approve library's expenditures:

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

Set date for next meeting:

Monday, October 23rd, 2023, at 4:00 PM

3. Adjourn:

At 8:15 PM Mast made the motion to adjourn the meeting and Mescher seconded the motion. The motion carried.

Respectfully submitted by Dana Mast on: 9/26/2023