

The meeting of the Guttenberg Public Library Board was called to order on Monday, October 23rd, 2023, at 4:12 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 September 25th meeting were read. Hubbell made the motion to approve the minutes with corrections. Hansel seconded the motion. The motion carried.

Work on expense section for FY 24/25 budget & approve FY 24/25 budget:

Reviewing the Revenue section: Now \$44,100 and new proposed \$30,600.

Discussing the Wages for each employee: Katey presented 5 options to the board trustee for consideration. Some included eliminating the Library Aide position and creating an additional full-time position. Possible proposed budget for wages would be \$93,500.

Discussed and Reviewed the Expense section: Keeping lot of the line items the same and increasing the library wages, other utilities, telecommunications expense, city utilities, insurance expense, other contractual services (now includes IT and programming), minor equipment (for 2 new subscriptions that are being added) and keeping a little in other capital equipment. Total = \$112,570. Hubbell made the motion to approve revenue and expense budget for 2024/2025. Mescher second the motion. The motion carried.

Library Aide Position:

Chris K. resigned last week from her Library Aide position, affected immediately. Board Trustee members discussed with Katey lots of options including creating a new position and offer in house to other employees if interested. If not, consider going back to having Library Aide position and advertise it publicly. Tabled it for future discussion and decision.

Tech update:

Katey stated that all 5 new computers are up and running now (4 patrons and 1 circulation). New server has been installed and up and running. It gets backed up every day.

Director vacation approval:

Katey is asking for approval to take vacation days on Thursday, November 16th and Friday, November 17th. Mast made the motion to approve Katey's vacation days on the 16th and 17th of November. Mescher second the motion. The motion carried.

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

Katey states the conference was good, that she met lots of new people and the sessions were good and informative. She attended lots of sessions for ideas on how to help make the library better, for layouts, remodels, etc..

September library reports for Board and City:

All the Board Trustee members looked over and all stated that it looked good with good information.

Library holiday closing dates:

- Saturday, November 11th, Veteran's Day
- Thursday, November 23rd & Friday, November 24th, Thanksgiving
- Monday, December 25th & Tuesday, December 26th, Christmas

- Saturday, December 30th & Monday, January 1st, New Year's Eve

Other needs to know:

Jane Jackson-Doering is coming back next week to go through junior and young adult sections and consult.

Library Foundation report from Foundation Treasurer Jim Schlueter

Jim states the Salem Witch program was good and had a good turnout. About 50 patrons came. Have a November meeting scheduled and will discuss the last program and then won't have another meeting until next year around springtime.

Upcoming Library programs:

- Majhogg, Thursdays at 1:00 PM, 2nd, 9th, 16th, 30th
- Scrabble, Fridays at 1:00 PM, 3rd, 10th, 17th
- Monday, October 30th through Saturday, November 3rd, STEM activities
- Thursday, November 2nd at 7:00 PM, Writers Open Mic
- Tuesday, November 7th at 6:00 PM, Book Discussion
- Wednesday, November 15th at 2:15 PM, After School Activity
- Friday, November 17th at 10:30 AM, Toddler Time
- Wednesday, November 22nd at 10:30 AM, Imagine the Possibilities

Approve library's expenditures: Board of Trustee members approved all the bills and Dana, Howard, Jim, Jan, and Beth signed.

Set date for next meeting: Monday, November 27th, 2023, at 7:00 PM.

Adjourn: At 6:00 PM Mescher made the motion to adjourn the meeting and Mast seconded the motion. The motion carried.

Respectfully submitted by Dana Mast on 10/23/2023.