

The meeting of the Guttenberg Public Library Board was called to order on Thursday, December 28th, 2023, at 6:50 PM, by Library Board Member President Jim Schlueter. Trustee members attending the meeting were Dana Mast, Jan Hansel (via Zoom), and Librarian Katey Simon. Minutes from the November 27th meeting were read. Mast made the motion to approve the minutes with no corrections. Hansel seconded the motion. The motion carried.

Board Training: The Ten Habits of Highly Effective Library Boards (continued from previous months) a. Habits 6, 7, & 8:
Tabled until next month's meeting.

Review Library Conduct Policy:
Tabled until next month's meeting.

Tangeman Family Endowment Summary of Fund Activity:
Statement came and beginning balance was \$73,917.44 and ending balance is \$75,243.70 (1/1/2023 to 12/21/2023).

Approval of PTO used by Director earlier this month:
Jim signing Katey's 20 hours of PTO she used earlier this month, while she was sick. Hansel made the motion to approve Katey's PTO. Mast seconded the motion. The motion carried.

November library reports for Board and City:
All the Board Trustee members looked it over and all stated that it looked good with interesting information.

Other needs to know:
Correspondence from the Library Staff, thanking the Board Members for the Guttenberg Bucks money.

Library Foundation report from Foundation Treasurer Jim Schlueter:
Jim stating nothing new to report. Have not had a meeting yet. Few programs scheduled for next year already.

Upcoming Library programs:

- Majhogg, Thursdays at 1:00 PM, 4th, 11th, 18th, and 25th
- Scrabble, Fridays at 1:00 PM, 5th, 12th, 19th, and 26th
- Tuesday, January 2nd at 6:00 PM, Book Discussion
- Thursday, January 4th at 7:00 PM, Writers Open Mic
- Friday, January 12th at 10:30 AM, Toddler Time
- Wednesday, January 17th at 1:30 PM & 3:00 PM, Avian Connections
- January 15th – January 20th, Weeding Library Book Sale, during library hours

Approve library's expenditures:
Board of Trustee members approved all expenditures.

Set date for next meeting:
Monday, January 29th, 2024, at 7:00 PM.

Adjourn: At 7:05 PM, Mast made the motion to adjourn the meeting and Hansel seconded the motion. The motion carried.

Respectfully submitted by Dana Mast on 12/29/2023