

**1) Call to order:**

The meeting of the Guttenberg Public Library Board was called to order on Monday, January 29<sup>th</sup>, 2024, at 6:57 PM, by Library Board Member Vice President Howard Hubbell. Trustee members attending the meeting were Dana Mast, Beth Mescher, Jan Hansel, and Librarian Katey Simon.

**2) Approve minutes from December 28, 2023, meeting:**

Minutes from the December 28<sup>th</sup> meeting were read. Mescher made the motion to approve the minutes with no corrections. Hansel seconded the motion. The motion carried.

**3) Board Training: The Ten Habits of Highly Effective Library Boards (continued from previous months)**

**a. Habits 6, 7, & 8:**

Tabling it again, for another meeting.

**4) Review Library Conduct Policy:**

Board of Trustee members reviewed the policy. Mast made the motion to approve the Library Conduct Policy with no corrections. Hansel seconded the motion. The motion carried.

**5) Discuss & possible approval of changes to Library Associate position:**

Katey informed in an email earlier and once again at the meeting, that Leanne has resigned and her last day is Wednesday, 1/31/2024. Board of Trustee members and Katey discussed the position available to hire for replacing Leanne. Katey posting position in the local newspaper, Facebook, local TV channel and other sites for the library to advertise job posting.

With only 2 staff members working. Board of Trustees members discussed temporary hour changes. Mescher made the motion to adjust library hours as needed, during transition. Hansel second the motion. The motion carried.

Nancy came to Katey to say that she would like to take over the cleaning position. She would go from working 28 hours per week, to 33 hours per week (5 hours are dedicated to cleaning the library per week). Plus, with the temporary time with transition, she may need to work a little more to help. Mast made the motion for temporary hours due to lack of staffing. Mescher second the motion. The motion carried.

Library Associate Position for 24 hours per week starting at \$11.14 - \$12.00 per hour, based on experience and expertise. Beth made the motion to approve the Library Associate Position hours and wages. Mast second the motion.

**6) Tangeman Family Endowment Summary of Fund Activity:**

Statement for the Endowment came to \$79,653.53.

**7) Approval of PTO used by Director earlier this month:**

Howard signed Katey's 6.75 hours of PTO she used earlier this month, due to severe weather. Mast made the motion to approve Katey's PTO. Mescher seconded the motion. The motion carried.

**8) December Library Report for Board and City:**

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

**9) Upcoming Library programs:**

- Majhonn, Thursdays at 1:00 PM on 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, 29<sup>th</sup>
- Scrabble, Fridays at 1:00 PM on 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup>
- Thursday, February 1<sup>st</sup> at 7:00 PM, Writers Open Mic
- Tuesday, February 6<sup>th</sup> at 6:00 PM, Book Discussion
- Friday, February 9<sup>th</sup> at 10:30 AM, Toddler Time
- Thursday, February 22<sup>nd</sup> at 10:30 AM, program w/ Imagine the Possibilities
- During February, Puzzle Exchange

**10) Approve library's expenditures:**

Board of Trustee members approved all expenditures.

**11) Set date for next meeting:**

Monday, February 26<sup>th</sup>, 2024, at 7:00 PM.

**12) Adjourn:**

At 8:13 PM, Mast made the motion to adjourn the meeting and Mescher seconded the motion. The motion carried.

Respectfully submitted by Dana Mast on 1/30/2024