

Guttenberg Library Board Meeting

February 26th, 2024

Guttenberg Public Library

Minutes

1) Call to order:

The meeting of the Guttenberg Public Library Board was called to order on Monday, February 26th, 2024, at 6:50 PM, by Library Board Member President Jim Schlueter, called meeting to order. Trustee members attending the meeting were Howard Hubbell, Dana Mast, Jan Hansel, and Librarian Katey Simon.

2) Approve minutes from January 29th, 2024, meeting:

Minutes from the January 29th meeting minutes were read. Hubbell made the motion to approve the minutes with 2 corrections. Hansel seconded the motion. The motion carried.

3) Board Training:

Board of Trustee members read through the handout of "Library Advocacy Do's and Don'ts for your Legal Pickle Ticker File" and then trustee members discussed their thoughts. Katey also shared a letter she wrote and presented to City Council members on the 2 bills.

4) Discussion/update of both current and next fiscal year budgets and budget amendments for current fiscal year- approval of changes as needed:

Katey had a proposal for the FY 23-24 Budget Amendments Considerations. #1: GMH Employee Association donated \$320 to the library Private Contribution and would like to put that money in the Library Materials to be used for medical books. #2: Tangeman Endowment use the available interest of \$3,769 to the Private Contribution and would like to put the money in our Money Market or Other Capital Equipment. #3: Guttenberg Industries donated \$500 to the Private Contribution and would like to put the money in Other Contractual Services for 'children's programs or Minor Equipment. Hubbell made the motion to move the \$320 from Private Contribution to Library Materials, to move \$3,760 from Private Contribution to Money Market, and \$500 from Private Contribution to Contractual Services. Mast second the motion. The motion carried.

5) Update on Library Associate position:

Katey stated that she interviewed 3 people for the job posting last week. 1 withdrew their application. Katy stated she is using a rubric for her interviewing process. Timeline is Katey plans to have some picked by end of this week or early next week. Katey will notify Library Board of Trustee members on who she picks, and their hiring date, etc.

6) Discussion and possible approval on Library Assistant/Youth Services position moving from part-time to full-time:

Katey giving Board of Trustee members some options for Nancy. She has recently moved from working 28 hours, to 33 hours. Katey is wondering if Board of Trustee members would like to make Nancy fulltime. Nancy is okay with going fulltime. 5 of Nancy's hours is dedicated to cleaning the library also. Katey states she will need to come up with a contract for Nancy, on her duties for fulltime position. Hansel made the motion for Nancy the Library Assistant/ Youth Services from parttime to fulltime, with stipulation of City Council approves Library's proposed budget. Hubbell seconded the motion. The motion carried.

7) Discussion and possible approval for Nancy to attend 2024 Pop YS Con Conference:

Katey would like Nancy to attend this conference and Nancy would like to attend this conference too. Registration fee = \$175, Mileage = \$130 (approximately), Dinner Monday – pm = \$25, and Hotel Stay (1 night) = \$129. Grand total (approximately) = \$459. This is in Ames on April 8th and 9th of 2024. Mast made the motion to approve Nancy to attend the 2024 Pop YS Con Conference in Ames on April 8th and 9th with the proposed cost. Hansel second the motion. The motion carried.

8) Approve change in vacation hours for Nancy due to increase in part-time hours:

Katey states she needs to meet with Michelle to confirm some things on this. Tabling it until next month's meeting.

9) Information on possible labor law changes:

Katey states that April 2024 – Salaried employees may be bumped up from \$35,000 to \$55,000 of bill passes. Board of Trustee member later decide if passed; A) move to \$55,000 and figure out where the money is going to come from or B) move to an hourly based rate.

10) Tangeman Family Endowment Summery of Fund Activity:

Beginning = \$79,653.52 and Ending = \$78,588.49 and available = \$3,850.00.

11) January Library Report for Board and City:

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

12) Upcoming Library programs:

- Majhongg, Thursdays at 1:00 PM on 7th, 14th, 21st, and 28th
- Scrabble, Fridays at 1:00 PM 1st, 8th, 15th, 22nd, and 29th
- Tuesday, March 5th at 6:00 PM, Book Discussion
- Thursday, March 7th at 7:00 PM, Writers Open Mic
- Toddle Time at 10:30 AM on 8th and 22nd
- Thursday, March 14th at 10:30 AM, program w/ Imagine the Possibilities
- Saturday, March 30th, Holy Saturday, closed

13) Approve library's expenditures:

Board of Trustee members approved all expenditures.

14) Set date for next meeting:

Monday, March 25th, 2024, at 7:00 PM.

15) Adjourn:

At 8:20 PM, Mast made the motion to adjourn the meeting and Hansel seconded the motion. The motion carried.

Respectfully submitted by Dana Mast on 2/28/2024