

Guttenberg Library Board Meeting
September 23, 2024
Guttenberg Public Library
Minutes

1) Call to order:

The meeting of the Guttenberg Public Library Board was called to order on Monday, September 23rd, 2024, at 6:55 PM, by Library Board Member President Jim Schlueter. The trustee members attending the meeting were Dana Mast, Jan Hansel, and Librarian Katey Simon.

2) Approve minutes from August 26th, 2024, meeting:

Minutes from the August 26th meeting were read. Mast made the motion to approve the minutes with no corrections. Hansel seconded the motion. The motion carried.

3) Board Training: Compensation Toolkit by the State Library of Iowa- discuss watching video on own time so can discuss at next board meeting:

The board members agreed they would be willing to watch video on their own time, about Compensation Toolkit by the State Library of Iowa. Katey will send each board member the link to watch on their own.

4) Review policies:

a. Guttenberg Public Library Phased Reopening Plan:

Katey discussed the changes she made to update the policy. The board members looked them over. Mast made the motion to approve Guttenberg Public Library Phased Reopening Plan with changes. Hansel seconded the motion. The motion carried.

b. Emergency Closing Policy:

Katey discussed the changes she made to update the policy and plus some more changes. Katey states she will revise the policy and bring back to next month's meeting for final approval. Bring back to Octobers meeting to approve the policy and changes.

5) Update on library service contract with North Buena Vista:

Jim stated he talked to the Mayor of North Buena Vista. He did not know anything about this. Former mayor stated she gave the letter to the city clerk. No more information about this and the plan for paying this is yet.

6) Continue discussion on potential Board Member candidate list for mayor:

Katey let the board members know of all the people she contacted within the city limits and answers given. Currently 5 people interested and 1 more name given to contact. Katey will present these to the mayor.

7) Update on Iowa Library Association Conference:

Katey updated the board members that she will be splitting the cost in half with Edgewood Library director who is also attending and willing to drive to the conference. Cost will be divided in half with mileage, hotel, and parking. Guttenberg Public Library will be invoiced on final cost after the conference.

8) Approval for director to attend Space Planning Workshop:

Katey let the board members know she would like to attend the Space Planning Workshop on Wednesday, October 23rd, 2024, in Coralville. Cost will be about \$170 total (registration, lunch, mileage). Mast makes the motion for Katey to attend the Space Planning Workshop on Wednesday, October 23rd, 2024, in Coralville @ the cost of \$170. Hansel seconds the motion. Then motion carried.

9) Clayton County Library Association Annual Fall Meeting:

Katey let the board members know the Clayton County Library Association Annual Fall Meeting will be held on Tuesday, October 15th, 2024 @ 7 PM @ the Volga Library. Volga Library is holding the fall meeting. Katey asked if any of the board members would like to go with her. Jan stated she would be available to attend with Katey.

10) CD maturing:

Katey let the board members that there is a CD maturing in October 25, 2024, and she called local banks earlier today to get current interest rates. The board members let Katey know that interest rate information needs to be closer to maturation date and a CD can be renewed up to 10 days after it matures. Bring back to October's meeting with current interest rates for board to review and make motion on what is the best.

11) Director working on following:

a. FY24 Public Library Annual Survey:

Katey let the board members know that she will be working on FY24 Public Library Annual Survey. Needs to be done by 10/31/2024.

b. Strategic Plan- ends in 2025:

Katey just let the board members know she will be starting to work on Strategic Plan soon so it can be ready by end of 2025.

12) August Library Report for Board and City:

Reports were reviewed and commented on.

13) Guttenberg Library Foundation report from Foundation Treasurer Jim Schlueter:

Jim relayed that they had there and had election of officers. All staying the same as it was. Also, have program The Library Foundation in sponsoring: Thursday, October 24th at 7:00 PM, Morbid Curiosities: An Evening with Edgar Allan Poe, @ Municipal Building Auditorium.

14) Other:

Tangeman Family Endowment: The fund statement beginning balance for August is \$85,463.65 and ending balance was \$86,624.04. The payout amount taken out was \$3,850.00. Katey stated she requested the full amount be taken out. It is currently under private donations and board can approve budget amendment to move to money market if would like.

15) Upcoming Library programs:

- Story Walk® book: “PJ the Flame: A Story About Fire Safety” by Jenny Cable
- Majhogg, Thursdays at 1:00 PM: 3rd, 10th, 17th, 24th, 31st
- Scrabble, Fridays at 1:00 PM: 4th, 11th, 18th, 25th
- Tuesday, October 1st at 6:00 PM, Book Discussion: “Lady Tan’s Circle of Women” by Lisa See
- Wednesday, October 2nd at 2:30 PM, Tweens-day after school program
- Thursday, October 3rd at 7:00 PM: Writers Open Mic, spooky theme challenge
- Wednesday, October 9th – Friday, October 11th, Katey attending Iowa Library Association Conference in Des Moines
- Friday, October 11th at 10:30 AM, Toddler Storytime
- Monday, October 14th at 6:30 PM, Guttenberg Public Library Foundation Meeting
- Tuesday, October 15th at 7:00 PM, Clayton County Library Association Annual Fall Meeting @ Volga Public Library
- Wednesday, October 16th at 2:30 PM, Tweens-day after school program
- Thursday, October 17th at 10:30, Program with Imagine the Possibilities
- Thursday, October 24th at 7:00 PM, Morbid Curiosities: An Evening with Edgar Allan Poe, sponsored by the Guttenberg Public Library Foundation, Municipal Building Auditorium
- Friday, October 25th at 10:30 AM, Toddler Storytime
- Thursday, October 24th – Thursday, October 31st, Pumpkin Character Decorating Contest
- Thursday, October 31st from 5 PM – 7 PM, Trick-or-Treating
- We are planning a program with the Fire Department sometime on Saturday, October 26th @ 11 AM.
- Firehouse & firetruck themed dramatic play area @ library
- Smokey The Bear reading challenge all of October and November

16) Approve library’s expenditures:

The Board of Trustee members approved all expenditures for the month.

17) Set date for next meeting:

Monday, October 28th, 2024, at 7:00 PM.

18) Adjourn:

At 7:45 PM, Mast made the motion to adjourn the meeting and Hansel seconded the motion. The motion carried.

Respectfully submitted by Dana Mast on 9/24/2024.