

**Guttenberg Library Board Meeting**  
**November 25, 2024**  
**Guttenberg Public Library**  
**Minutes**

**1. Call to order:**

The meeting of the Guttenberg Public Library Board was called to order on Monday, November 25<sup>th</sup>, 2024, at 6:54 PM, by Library Board Member President Jim Schlueter. The trustee members attending the meeting were Beth Mescher, Jan Hansel, Tom Hausler, and Librarian Katey Simon.

**2. Approve minutes from October 28<sup>th</sup>, 2024 meeting:**

Minutes from the October 28<sup>th</sup> meeting were read. Mescher made the motion to approve the minutes with corrections. Hansel seconded the motion. The motion carried.

**3. Introduce Tom Hausler:**

Introductions were made by Board members Hansel, Mescher, Hausler, President Schlueter, and Librarian Katey Simon.

**4. Budget workshop result & adjust FY26 budget as needed:**

Katey and Hausler attended the Guttenberg City Council meeting for the city budget. The city stated that the library needed to cut \$4,000 from the proposed budget. All board members agreed to cut \$4,000 from the budget, \$2,000 from operating supplies and \$2,000 from library materials. Hansel made the motion to approve. Mescher seconded the motion. The motion carried.

**5. Policy review:**

**a. Mission Statement:**

The board members and Katey reviewed the mission statement. No changes were made. Mescher made the motion to approve the Mission Statement without changes. Hansel seconded the motion. The motion carried.

**b. Salary Ranges:**

The board members and Katey discussed the Salary Ranges policy. The board members added changes. Mescher made the motion to approve with changes. Hansel seconded the motion. The motion carried.

**c. Volunteer**

The board members and Katey reviewed the volunteer policy. No changes were made. Housler made the motion to approve the Volunteer policy without changes. Hansel seconded the motion. The motion carried.

**d. Fee:**

Katey discussed suggested changes to the Fee policy for photocopies, print-outs, fax and scanner use. The board members looked them over. Mescher made the motion to approve the Fee Policy with changes. Hansel seconded the motion. The motion carried.

**e. Public Relations:**

The board members and Katey reviewed the Public Relations policy. No changes were made. Hansel made the motion to approve the Public Relations policy without changes. Hausler seconded the motion. The motion carried.

**6. Discuss creating sick policy:**

Katey and board members discussed creating a specific sick policy. Katey stated she spoke with the city manager and the city does not have a specific sick policy. The city stated they follow the food workers rules. Board members decided that the library does not need to add a specific policy for sickness. Board members discussed the process to address sickness for workers and Katey will inform staff.

**7. Update on library service contract with North Buena Vista:**

Katey stated she received payment from North Beuna Vista and they are current on all library services.

**8. Approval for director overtime:**

Katey discussed had two hours of overtime last pay period. Mescher had signed the overtime timecard last week.

**9. Library roof inspection:**

President Schlueter worked with a company to obtain a roof estimate and inspection per the city's request. The roof company stated that the roof could last up to 3-5 more years. Currently the cost to replace the rood next year would be \$25,000. The company stated to add another 15% every year after that for the cost of replacement. The roof is in the city's 5-year plan to pay for a new roof.

**10. Director's vacation approval:**

Katey requested 12 hours of vacation in December. She requested 8 hours on December 30<sup>th</sup> and 4 hours on December 31<sup>st</sup>. Hausler made the motion to approve vacation. Mescher seconded the motion. The motion carried.

**11. Tangeman Endowment report:**

Tangeman Family Endowment: The fund statement beginning balance for November is \$84,015.17 and ending balance was \$82,099.01. The available amount to be taken out is \$0.00.

**12. October Library Report for Board and City:**

Reports were reviewed and commented on.

### **13. Guttenberg Library Foundation report from Foundation Treasurer Jim Schlueter:**

The next meeting is December 9<sup>th</sup> and they are looking into different programs for next year

### **14) Upcoming Library programs:**

- StoryWalk® book: “Good Night Owl” by Greg Pizzoli
  - Majhogg, Thursdays at 1:00 PM: 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup>
  - Scrabble, Fridays at 1:00 PM: 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, 27<sup>th</sup>
  - Tuesday, December 3<sup>rd</sup> at 6:00 PM, Book Discussion: “Verity” by Colleen Hoover ▪ Wednesday, December 4<sup>th</sup> at 2:30 PM, Tweens-day after school program
  - Thursday, December 5<sup>th</sup> at 7:00 PM: Writers Open Mic
  - Friday, December 13<sup>th</sup> at 10:30 AM, Toddler Storytime
  - Wednesday, December 18<sup>th</sup> at 2:30 PM, Tweens-day after school program
  - Thursday, December 19<sup>th</sup> at 10:30, Program with Imagine the Possibilities
  - Saturday, December 21<sup>st</sup>, Christmas Open House during Library hours
  - December 14<sup>th</sup> - gift wrapping
- Friday, January 3<sup>rd</sup> -family board game night programs

### **15) Snow Blower**

Katey stated that the city manager requested that the library pay for 1/3 of a city snow blower. She had given the verbal okay. The board members discussed and agreed that the snow blower will not be paid by the library due to this equipment being outside of the building and library grounds are city’s responsibility to maintain, the city is responsible. Jim will contact the city manager to discuss.

### **16) Approve library’s expenditures:**

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

### **17) Set date for next meeting:**

Friday, December 27<sup>th</sup> at 12pm

### **18) Adjourn:**

At 8:33 PM, Mescher made the motion to adjourn the meeting and Hansel seconded the motion. The motion carried.

Respectfully submitted by Beth Mescher on 11/30/2024.