

The meeting of the Guttenberg Public Library Board was called to order on Tuesday, August 24th, 2021, at 7:00 pm by library board president Jim Schlueter. Trustee members attending the meeting were Howard Hubbell, Jan Hansel, Beth Mescher, Dana Mast, Librarian Katey Simon, and Virginia Saeugling from the city council. Minutes from the Monday, July 19<sup>th</sup>, 2021, were read, with corrections throughout the minutes. Hubbell made the motion with corrections and Mescher second the motion. The motion was carried.

### Correspondence

- a) **Mary Ellen Bridges, granddaughter of Roy Rome, donated books** – Katey stated there was a picture taken and submitted to the Guttenberg Press office, to be published in the paper. In this week's paper.
- b) **Thank-you from Clark family** – They were in the area and weather was not in their favor and decided to spend time in our library.

### Unfinished/Old Business

- a) **ARPA Grant Opportunity** – Katey stated library had been granted the money. Was wondering if it is still a go ahead on purchasing the copier for the library. The new copier cost is \$3600.0. It will go under minor equipment on the Revenue and Expense Report. Once library has been reimbursed the money from this grant, money will go back in the minor equipment line item. Board suggested just donate the old copier to a local place in the community like; churches, schools, resource center, day care, etc....Katey will investigate where and who would want it.

### New Business

- a) **Covid Update** – Katey was wondering the library is still at Phase 4. Is the library ready to open all the way up and move to Phase 5 or just continue with Phase 4, due to the rising cases in the area? Board reviewed and discussed and came up with staying with Phase 4 with adding programs indoors, with mask optional, social distance, if possible, still no toys out and no offering drinks or food. Mast made the motion with adding programs indoors, mask optional, social distance and up to 20-25 people per program attendance. If more look into bigger place to hold program. Hubbell second the motion. The motion was carried.
- b) **Review Policies**
  - i. **Collections Development/ Material Selection Policy** – Board reviewed the policy. Hansel made the motion with no corrections and accepted and revised it. Mescher second the motion. The motion was carried.
  - ii. **Library Aide Policy** – Board reviews the policy. Mast made the motion for 1<sup>st</sup> page under 'Duties', 2<sup>nd</sup> to last line remove (Help plan and assist with summer reading program and other special programs), since it repeats itself some in the 4<sup>th</sup> line (Be willing to assist staff with library programs) and accepted and revised it. Hubbell second the motion. The motion was carried.
  - iii. **Gift Policy** – Board reviews the policy. Hubbell made the motion for 1<sup>st</sup> page on paragraph 8, to change \$30 to \$25 per previous librarian stated in notes. On 2<sup>nd</sup> page add word 'other' to line items donated the following items to the Guttenberg Public Library and accepted and revised it. Mast second the motion. Then motion was carried.
- c) **Purchases**
  - i. **An Apple tablet for programming and other library use** – Katey asked if library could purchase a tablet for staff use to take pictures of programs, for programs, other uses. Since current and previous staff use their own personal tablets right now. Katie also stated that 1 library staff has been looking into refurbished tablet. Board members suggest not to get a refurbished tablet and investigate a new one instead. Board suggested look into US Cellular for tablet and Wi-Fi, Amazon, Best Buy, and Alpine. Katey will investigate this more and bring back to next months meeting.
- d) **Iowa Library Association meeting – October 6<sup>th</sup> – 8<sup>th</sup> in Des Moines** – Katey stated she is planning on attending this conference. Board suggested she register to attend the conference now for \$180.00, she will get reimbursed mileage for about \$55.00, and investigate lodging for about \$200.00 for both nights. If more, bring detailed receipts and relook at the reimbursement then. Jim stated her hours will be adjusted for this

week for her to attend the conference and other library staff will need to cover her hours that week. Hansel made the motion to approve Katey to attend the conference and reimbursements. Mescher second the motion. The motion was carried.

Katey informed board she was already registered to attend a training at The Dubuque Archdiocese, on 'Teen Mental Health' and they are offering the same one at the ILA Des Moines conference. The Dubuque one is cheaper to attend, and, in Des Moines, it is an extra cost. She asked if she can still attend this one under her role as Library Director. Board agreed Katey can still attend this conference as well, she will get her hours will be adjusted for this week for her to attend the conference and other library staff will need to cover her hours that week, cost of conference reimbursement, and mileage reimbursement. Mast made the motion for hour adjustment, cost of conference reimbursement, and mileage reimbursement. Hubbell second the motion. The motion was carried.

- e) **Statement – Rod and Mary Jo Tangeman Family Endowment** – Statement arrived in the mail, for year-to-date amount \$90,907.43. Can spend \$2,970.00. Katey is going to look into the date on and regulations on spending this money.
- f) **Katey training with Eunice Riesberg** – Katey stated she is the District Consultant for Northeast District and went over items and trained Katey on things last week, in person.
- g) **Theisen's – Grant money** – Jim stated he saw in the Shopping News or Trading News papers that there is grant money that can apply for. Katey stated she will check into this and try to apply for the library.
- h) **Memorial / Donation from Mary Eulberg for Gayle Kahle** – Katey stated Mary dropped off \$375.00 worth of memorials from her and many others. Said she will take it over to City Hall on Wednesday morning and talk to Jamie and discuss with her what and where the money goes. It will get documented in the donations book and then go under line item on Revenue and Expense Report – Private Contributions (memorials/donations).
- i) **CCLA Meeting** – On Wednesday, 9/8/2021 @ 9:30am in Elkader, in person meeting.

**Foundation Report** – Next meeting on Monday, 9/13/2021 and Jim stated he will talk to the foundation to pay for the new tablet for the staff use.

**Approve Bills-** Jim, Howard, Beth, Jan, and Dana all initialed and approved the bills.

#### **Upcoming Programs**

- a) **Book Club** – Tuesday, 9/7/2021 @ 6:00 pm
- b) **Toddler Time** – Wednesday, 9/15/2021 @ 10:30 am
- c) **Origami** – Wednesday, 9/22/2021 @ 2:15 pm – 3:00 pm

**Set Date for Next Meeting-** Monday, September 27<sup>th</sup>, 2021, at 7:00 pm

**Adjourn-** Mescher made the motion to adjourn the meeting at 8:30 pm. Mast second the motion. The motion was approved.

Dana Mast respectfully submitted the minutes on 8/24/2021, revised on 8/25/2021