

The December meeting of the Guttenberg Public Library Board called to order on Monday, January 3rd, 2022, at 6:55 pm, by library board president Jim Schlueter. Trustee members attending the meeting were Howard Hubbell, Dana Mast, Beth Mescher, Librarian Katey Simon – all in person, and Jan Hansel – on via-Zoom. Minutes from the November 22nd, 2021, meeting read and approved with few corrections. Mast made the motion with corrections and Mescher second the motion. The motion carried.

Unfinished/Old Business

Budget Update: Katey stated city council adjusted our budget for upcoming fiscal year on one line item from \$2000 down to \$1000 since it was over budgeted and have not been using all that amount already in the past few years.

Guttenberg Industries Donation: Katey was wondering if the \$500 that was donated to the library, when decided what the money will be used for (children's programming or computer needs), if she needs to let Jamie know to amend the budget? Jim stated yes let Jamie know to amend the \$500 to the budget, but does not have to let city know what the money will be used for.

New business

Library Training: Katey wanted the board's opinions on how they want to continue doing the trainings. 1 – Short 15 minutes @ every meeting or so like were doing; 2 – Longer meetings and having training few times a year; 3 – Iowa Learns online; Or 4 – Workshop and do it all in one day? Board all agreed they like the short 15 minutes or so at each meeting and trying to correlate the training with the policies or something going on with the library to relate in any way.

Policies

Sex Offender Policy: Mast made the motion to approve the Sex Offender Policy, with no changes and Hubbell second the motion. The motion carried.

By-Laws Policy: Hubbell made the motion to approve the By-Laws Policy, with no changes and Mescher/Hansel (both) second the motion. The motion carried.

Open Records Policy: Hubbell made the motion to approve the Open Records Policy, with no changes and Mast second the motion. The motion carried.

Insurance Coverage for Contents: Katey stated Greg Kuhlman from EMC Insurance out of Des Moines came to look over all the city's own property. Library right now has coverage for the inside contents up to \$104,550 which is not enough coverage. Jim had Katey go through the library and list out and estimate what she thinks the library has inside. Katey did and she estimated around \$331,000. Katey will talk to Denise the city manager and let her know and see what this will do to the blanket policy and what needs to happen to up the coverage cost. Board agreed. Greg also stated the roof in the future might need to be replaced. Board agreed to continue to watch and keep an eye on the roof and in the next year or so have contactor get estimates on new roof.

Donations to Tangemen Endowment: Katey reported a \$500 donation was received from Charlies and Bonnie Millham.

Work from home for Course Endorsement: Katey was wondering when she is doing course endorsement if she could work from home so she is not interrupted and can be more comfortable. Board all agreed that she needs to be present at the library in case the staff or patrons need her in any way. She can use the meeting room and let others know she will be doing course endorsement work and please do not disturb unless necessary. Katey was okay with this.

PTO Approved for 12/17/2021: Jim came in and approved the PTO for Katey to have off.

Amazon Bill Approved – Post Board Meeting: Katey stated a bill came in and needed paid before meeting. Jim came in and approved it.

Donation: Sherry Oliver wanted to make a donation towards library fines for other patrons. Katey let Sherry know that there were fines totaling over \$600. Sherry donated \$250 towards fines. Katey then went through and paid off fines \$10 or less, then put an equal amount off on others over \$10.

Thank You Note: Katey gave board a thank you note from Katey and all the staff for the Christmas gift from board members and foundation.

Program Update: Charlotte Smith went very well, she was incredibly pleased; Christmas Open House had a good turnout; Toddler time- no one was in attendance in December and 8-12 years old programming only having very few children show up. Nancy is going to take a break for January and February for children's programming and work on the summer reading program. Nancy has started going to St. Mary's Preschool room and doing a program with them. Book Discussion Group has been having good turns outs – 10-12 people (Jan stated a new member will be starting this week), and Scrabble Group usually has 2-4 people.

Upcoming events – The library board reviewed upcoming library events.

Tuesday, January 4th at 6:00 pm; Book Discussion Group meets at South Marina Center

Friday, January 7th at 1:00 pm; Scrabble Group Meets

Friday, January 14th at 1:00 pm; Scrabble Group Meets

Friday, January 21st - at 1:00 pm; Scrabble Group Meets

Friday, January 28th - at 1:00 pm; Scrabble Group Meets

Foundation Report

3 Programs for 2022 planned, next meeting will be discussing book sale and if going to do the bake sale too, new member joining, and another donation received.

CCLA – Nothing new to report, meet every month on via-zoom.

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

Set Date for Next Meeting - Monday, January 31st, 2022, at 7:00 pm.

Adjourn - Mescher made the motion to adjourn the meeting at 7:45 pm. Hubbell second the motion. The motion carried.

Respectfully submitted by Dana Mast on 1/3/2022