

The meeting of the Guttenberg Public Library Board called to order on Monday, January 31st, 2022, at 7:00 PM, meeting by library board member vice president Howard Hubbell. Trustee members attending the meeting were Beth Mescher, Jan Hansel, Librarian Katey Simon, and City Council Member Mandy Ludovissy – all in person, and Dana Mast – on Via-Zoom. Minutes from the January 3rd, 2022, meeting read and approved with no changes or correction. Hansel made the motion with no corrections and Mescher second the motion. The motion carried.

Library Board Training

Book Challenging. Video from State Library of Iowa (Maryann Mori -speaker) on policies and public libraries (15-minute video training). Katey stated when in between directors of the Guttenberg Library a patron came to one of the library staff and wanted a book pulled from the shelf. Staff did not know what to do, so it was pulled from the shelves and put out on the sale rack. Katey stated there are steps and a process to pulling an item off the shelf. Katey also stated she is going to start having monthly meetings with all the library staff, to go over policies and procedures and things to have the library run smoother. Katey also stated she will be putting this book back in circulation 'Rib King.' Board members all discussed and talked about a new policy about Collection Development and / or Book Challenge and we will table it for next month's meeting.

Unfinished/Old Business

Insurance Coverage for Contents: Katey stated she e-mailed Denise the City Manager. Denise stated that everything is all included under the umbrella policy and there is no need to increase the coverage.

New business

Policies:

Interlibrary Loan Policy: 2nd paragraph, after 2nd sentence add new sentence – *'Any postage fees should be paid before the item is checked out to the patron'* and in the last sentence take out *'and the amount of postage to return'*. 3rd paragraph, change from \$2.00, to '\$3.00' and add – *'unless delivered by IA Shares'*. 5th paragraph, remove – comma after state. 7th paragraph remove – words *'or who'* after 'time' in 1st sentence and add comma – after damages. Mast made the motion to approve all changes to the Interlibrary Loan Policy and Hansel second the motion. The motion carried.

Vacation Hours Policy: #6 Take out – *'An employee shall fill out a "Guttenberg Library Time-Off Request" form and turn it in to the library director to be approved.'* Add – *'An employee shall request vacation usage using the city's time and attendance system. Vacation usage must be approved in advance by the Library Director.'* Mescher made the motion to approve changes to the Vacation Hours Policy and Hansel second the motion. The motion carried.

Weeding Policy: Add another line above *'Every Effort'* – *'Date of publication, last date circulated, and average number of circulations per year are the useful indicators of the above factor.'* Hansel made the motion to approve changes to the Weeding Policy and Mast second the motion. The motion carried.

Meeting Room Phase: Katey wants to advertise the meeting is open, but wants to clarify if the library is in phase 2 or 3 now? Board members all in agreement phase 3 is fine, to open it all the way (kitchenette is open, up to thirty patrons, use of all tables and chairs) Mescher made the motion to move from phase 2 to phase 3 and Hansel second the motion. Motion was carried.

PTO Approved for February 28th: Katey is needing about 4 hours off this and said she would be okay to still have board meeting that evening. Board and Vice President Howard Hubbell approved her PTO.

Outdoor Electronic Sign: Katey stated that the staff is not able to update the outdoor sign. Right now, the sign is off. Katey stated she has been looking and trying to find information on the sign and had one electrician look at it and call Watch Fire – both said it is radio / transmitter that is not connecting. However, they do not make these parts anymore, but they should have a few parts on hand for it. The cost of replacing the radio/transmitter is around \$2000. Also, the computer used to update the sign uses Windows 8.1. This version needs to be upgraded before 1/10/23 because extended support ends then. There was a question if the current software used for the sign would work once Windows was updated. Katey asked Watchfire Signs about this. She was told it should still be compatible but may need to use a patch file and/or update drivers. This would be at no cost. A new all-digital sign would cost around \$24,000.00. Beth had the idea about talking to the city and see if they would go in on part of a new sign or the whole thing, since they are making Schiller Street a grand street in town and could do all kinds of local advertising. Tabling this until next meeting.

Upcoming events – The library board reviewed upcoming library events.

Friday, February 4th at 2:00 PM; Scrabble Group Meets

Thursday, February 10th from 6:00 PM – 8:00 PM - Game Night

Friday, February 11th at 1:00 PM; Scrabble Group Meets

Friday, February 18th at 1:00 PM; Scrabble Group Meets

Friday, February 25th - at 1:00 PM; Scrabble Group Meets

Thursday, March 10th - at 6:00 pm; Spark Joy Program

Katey stated staff are working on summer programs. Details to come.

Foundation Report

Nothing new to report, Jim was absent.

CCLA

Nothing new to report, meet every month and two times a year meeting with all managers, supervisors, staff members, etc.....

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

Set Date for Next Meeting - Monday, February 28th, 2022, at 7:00 PM.

Adjourn - Mescher made the motion to adjourn the meeting at 8:45 PM. Hansel second the motion. The motion carried.

Respectfully submitted by Dana Mast on 2/1/2022