

The meeting of the Guttenberg Public Library Board was called to order on Tuesday, March 22<sup>nd</sup>, 2022, at 6:57 PM, meeting by library board member president Jim Schlueter. Trustee members attending the meeting were Howard Hubbell, Dana Mast, Beth Mescher, Jan Hansel, and Librarian Katey Simon. Minutes from the February 28<sup>th</sup>, 2022, meeting read and approved with no corrections. Hubbell made the motion with no corrections and Mescher second the motion. The motion carried.

### Unfinished/Old Business

- **Collection Development, Reconsideration, and Weeding Policies:** Katey stated that she is feeling overwhelmed and wants to do her best as head librarian. Katey also stated she would like to slow it down some and step back to focus on her training/ credits she needs to get completed organize her day here at the library. Jim stated remember when you started we told you 'Baby Steps.' Will table the policies until further notice.
- **Outdoor sign:** Jim, Howard, and Katey met with Nagle Sign Inc and a guy from Watchfire. They had wonderful examples of the signs on a truck. There are 3 proposals - #1 - Double-sided 2'4" tall x 72.25" wide, 10mm Watchfire message center, and etc..... = \$22,522.36. #2 - Double-sided 2'4" tall x 72.25" wide, 8mm Watchfire message center, and etc..... = \$25,328.15. #3 - Double-sided 2'4" tall x 72.25" wide, 6mm Watchfire message center, and etc..... = \$26,991.65. Mast made the motion to go ahead with purchasing the 6mm Nagle with Watchfire, digital message sign and Hansel second the motion. The motion carried. Katey will call Nagle Sign Inc and get the processes started on purchasing the sign, then contact Jamie at City Hall to get a check for the down payment and amend the budget for this fiscal year.

### New business

- **Reopening Phase Level:** Katey would like to know what phase of reopening the library is at right now? Board all agreed on Phase 5 with coffee availability, stuffed animals put out, community puzzle put back out, all computers open back up, with no limitations at this time. Mast made the motion to go ahead with Phase 5 reopening level and Mescher second the motion. The motion carried.
- **Google See Inside Tour:** Liz Smith from AMP stopped but by and for \$595 they can set up about 10 cameras or so and do still & panoramic images of the library and then Guttenberg Library will have their own Google images. Board all discussed and decided that they could take their own pictures/ video of the library and post on their own page of the library. Katey said she will contact Liz and let her know that the board decided to decline at this time.
- **Network Review Done:** Katey had Marco's Technology do a remote update on the server. They said the server will expire in 2023 and there will be a much-needed expense.
- **PTO Request:** Katey is asking for May 12<sup>th</sup> and 13<sup>th</sup> off. Hubbell made the motion approve and okay Katey's request for 16 hours of PTO and Mast second the motion. The motion carried.
- **Foundation:** Katey stated the foundation would like to use the library for their annual book and bake sale during the city-wide garage sales (6-2 to 6-3). Board all gave the verbal okay.
- **24-hour Donate Day:** Katey stated there is a Great Give Day 24-Hour online donation site. She said she would like the library to participate in this, as a way for the library to receive some donations. Katey would like to know if donations should go directly to the library or to the Tangeman Endowment through the Community Foundation of Greater Dubuque and is there a cause we are needing donations for? Jim stated have them donate directly to Guttenberg Library and towards the new digital sign.

**Upcoming events** – The library board reviewed upcoming library events.

- April will feature Clayton Ridge High School Art Show
- Tuesday, April 5<sup>th</sup> at 1:30pm – Program at the Guttenberg Care Center
- Tuesday, April 5<sup>th</sup> at 6 PM – 7 PM – Book Discussion Group Meets
- Friday, April 8<sup>th</sup> at 11 AM - Toddler Time
- Friday, April 8<sup>th</sup> at 1 PM – Scrabble Group Meets
- Wednesday, April 13 at 1:30 PM – Crafty Wednesday
- Friday, April 15<sup>th</sup>, **Closes at 1 PM** – Good Friday
- Saturday, April 16<sup>th</sup>, **Closed** – Easter holiday
- Friday, April 22<sup>nd</sup> at 1 PM – Scrabble Group Meets
- Saturday, April 23<sup>rd</sup> at 11 AM – Storytime with Miss Iowa
- Friday, April 29<sup>th</sup> at 1 PM – Scrabble Group Meets

**Foundation Report**

- Jim stated there a few programs coming up: April 17<sup>th</sup> @ 7pm on Lizzie Borden, June 2<sup>nd</sup> and 3<sup>rd</sup> Book and Bake Sale, June 9<sup>th</sup> with Jen Loeb, and September 8<sup>th</sup> on Hershey, PA.

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

**Set Date for Next Meeting** – Monday, April 25<sup>th</sup>, 2022, at 7:00 PM.

**Adjourn** - The meeting adjourned at 7:55 PM.

**Respectfully submitted by Dana Mast on 3/23/2022**