

**Guttenberg Library Board Meeting**  
**December 27, 2024**  
**Guttenberg Public Library**  
**Minutes**

**1) Call to order:**

The meeting of the Guttenberg Public Library Board was called to order on Friday, December 27<sup>th</sup>, 2024, at 11:55 AM, 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 November 25, 2024 meeting:**

Minutes from the November 25<sup>th</sup> meeting were read. Mescher made the motion to approve the minutes with corrections. Hansel seconded the motion. The motion carried.

**3) Policy review**

- a. Meeting Room:** Approved with changes. Hansel made the motion to approve the policy with corrections. Mescher seconded the motion. The motion carried.
- b. Application for Use of Meeting Room:** Approved with changes. Mescher made the motion to approve the policy with corrections. Hansel seconded the motion. The motion carried.
- c. Checklist for Meeting Room Users:** Approved with changes. Mescher made the motion to approve the policy with corrections. Hausler seconded the motion. The motion carried.
- d. Audio/Visual:** Approved with changes. Hansel made the motion to approve the policy with corrections. Hausler seconded the motion. The motion carried.
- e. Cooperation with Other Libraries:** Approved with changes. Mescher made the motion to approve the policy with corrections. Hansel seconded the motion. The motion carried.
- f. Displays, Exhibits, and Posters:** Approved with changes. Hansel made the motion to approve the policy with corrections. Hausler seconded the motion. The motion carried.

**4) New city accounting software:**

The city is getting new software for accounting. We need to use current system in addition to new system until December 2025, so every city department is getting charged. City Manager said the library will be charged \$3500 and budget will be amended in spring to cover deduction. On the unreconciled December budget it showed \$4316 deducted for both this and timeclock software. Board had questions about this and Katey will reach out to the City Manager.

**5) Tangeman Endowment report:**

Tangeman Family Endowment: The fund statement beginning balance for November 1<sup>st</sup>, 2024 is \$82,099.01 and ending balance was \$85,278.95. The available amount to be taken out is \$0.00.

**6) November Library Report for Board and City:**

Report was reviewed and commented on.

## **7) Guttenberg Library Foundation report from Foundation Treasurer Jim Schlueter:**

Two programs are scheduled for 2025. One in April and one in October. The books and bake sale is also scheduled for the first weekend in June.

## **8) Upcoming Library programs:**

- StoryWalk® book: “Squirrel’s Sweater” by Laura Renauld & “The Mitten” by Jan Brett
- Majhogg, Thursdays at 1:00 PM: 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup>, 30<sup>th</sup>
- Adult Game Afternoon, Fridays at 1:00 PM: 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, 31<sup>st</sup>
- Thursday, January 2<sup>nd</sup> at 7:00 PM, Writers Open Mic
- Friday, January 3<sup>rd</sup> from 5:30 – 8:30, Family Board Game Night
- Friday, January 10<sup>th</sup> at 10:30 AM, Toddler Storytime
- Sunday, January 12<sup>th</sup> at 4:00 PM, Book Discussion Holiday Party
- Wednesday, January 15<sup>th</sup> at 2:30 PM, Tweens-day after school program
- Thursday, January 16<sup>th</sup> at 10:30 AM, Program w/Imagine the Possibilities
- Friday, January 24<sup>th</sup> at 10:30 AM, Toddler Storytime

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

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

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

Tuesday, January 28<sup>th</sup> at 7pm

## **11) Adjourn:**

At 12:58pm, Mescher made the motion to adjourn the meeting and Hansel seconded the motion. The motion carried.

Respectfully submitted by Beth Mescher on 1/8/25.