

Guttenberg Library Board Meeting

February 24, 2025 – 7:00 PM

Guttenberg Public Library

Minutes *DRAFT*****

1) Call to order:

The meeting of the Guttenberg Public Library Board of Trustees was called to order on Monday, February 24th, 2025, at 6:58 PM, by Library Board Member Interim Vice President Beth Mescher. The Trustee members attending the meeting were Dana Mast, Jan Hansel, Tom Hausler, Librarian Katey Simon, and City Manager Jamie Blume.

2) Approve minutes from February 3rd, 2025, meeting:

Minutes from the February 3rd meeting were read. Mast made the motion to approve the minutes with corrections. Hansel seconded the motion. The motion carried.

3) City Manager explaining processes & answering questions:

City Manager Jamie explained and handed out papers to help the board understand how the city council does things. They have an open agenda for the public and a more detailed agenda for the council members only. Also handed out the Library Board of Trustees ordinance. Meetings should be run by the president and if president is absent then the vice president. The president can and should be voting. They need to vote if there is tie, to break that tie. Need to have at least 3 board members at a meeting, if there is voting that will need to be made.

4) Board resignations & candidate process:

Jim resigned as a member of the Library Board of Trustees. His term expires in June of 2028. Dana and Jan's terms expire in June 2026. Beth and Tom's expire in June of 2030. The election of officers is held in July. Next meeting we will nominate a board member to be president, until election of officers is voted on. The mayor would like just one name of a patron who would like to be on the Board of Trustees. Not a list of names. Discussed how we wanted to proceed with the process of finding a new patron to be on the Board of Trustees for the library, need to have 1 member as a non-resident of Guttenberg. Discussed a few possible candidates. Once one agrees then Jamie would like an email with the name of the patron, phone number, and email address. They will get put on the next city council meeting agenda.

5) Telecommuting Policy:

Discussed as a board the handout of the policy, to better understand.

6) Board of Personnel Committee:

Katey stated that the director's evaluation should not be part of an open meeting. It would only be in a closed meeting if director requests it and if thinks there would be a negative impact on character. The board discussed the creation of a personnel committee to help with this. Mast made the motion to move forward

with creating the board of personnel committee for the library. Hausler seconded the motion. The motion carried.

7) 2025 Library closures & scheduling:

Katey gave handouts on Closing for Holidays and Non-holidays for the library and staff. She has handouts for Vacation Hours policy for the Guttenberg Public Library. The board decided to table this until another meeting.

8) Approve part-time employee holiday hours/pay:

The board decided to table this until another meeting.

9) State Library email service discontinuing:

The State Library of Iowa is discontinuing their email service as of May 1st of 2025. Library staff will need to come up with new email addresses and decide to go with what the city has, go with Gmail, or etc..... The server the city has is \$4.00 per month per email. The deadline for the test of new email addressed should be April 1st, 2025.

10) Director vacation request approval:

Katey is requesting vacation on 3/20/2025 for 8 hours and on 3/24 for 8 hours. Mescher made the motion to approve Katey's 2 days of 16 hours of vacation hours. Mast seconded the motion. The motion carried.

11) Tangeman Endowment report:

A report was not made available due to not downloading.

12) January Library Report for Board and City:

The Board reviewed the report and commented on it.

13) Upcoming Library programs:

The Board reviewed Library programs were and commented on them.

14) Approve the library's expenditure:

The Board approved all expenditures for the month.

15) Set date for next meeting:

Tuesday, March 25th, 2025, at 5:30pm.

16) Adjourn:

At 8:40 PM, Mescher made the motion to adjourn the meeting. Mast seconded the motion. The motion carried.

Respectfully submitted by Dana Mast on 2/25/2025