

Guttenberg Library Board Meeting

August 26, 2024

Guttenberg Public Library

Minutes *DRAFT*****

1) Call to order:

The meeting of the Guttenberg Public Library Board was called to order on Monday, August 26th, 2024, at 6:58 PM, by Library Board Member President Jim Schlueter. The trustee members attending the meeting were Dana Mast, Beth Mescher, Jan Hansel, and Librarian Katey Simon.

2) Approve minutes from July 22, 2024, meeting:

Minutes from the July 22nd meeting were read. Mescher made the motion to approve the minutes with no corrections. Hansel seconded the motion. The motion carried.

3) Board Training: The Ten Habits of Highly Effective Library Boards (wrap up this training series):

The board members watched the video clip & then discussed afterwards.

4) Review Privacy/confidentiality Policy:

The Board members reviewed the original policy and the updated policy with changes. Mast made the motion to approve the Privacy/ Confidentiality Policy with changes. Mescher seconded the motion. The motion carried.

5) Update on library service contract with North Buena Vista:

Jim stated he gave the letter to Lacey Ludovissy, who used to be the mayor for North Buena Vista. She stated looks like the services have not been paid for, even when she was the mayor. She stated she will have it addressed at next month's city council meeting. Jim also stated he plans to go to the North Buena Vista picnic and might talk with the mayor then if he sees him.

6) Discussion on potential Board member candidate list for mayor:

Katey presented a list of candidates for board members to review. Then the board discussed 5 potential candidates to reach out to. Katey will reach out to each of them and email board members of responses. Affirmative confirmations will be given to the mayor.

7) Youth programming structure update:

Katey shared all of the current youth programming being done and new programming being started since the Youth Services Library/Library Assistant position has gone full-time. New programming will include a tween-day program twice a month and teen programs a few times a year.

8) Approval for director to attend the 2024 Iowa Library Association Conference October 9th-11th:

Katey stated she would like to attend this conference again. Katey presented to all the board members an estimated cost list with options. Hansel made the motion to approve Katey to attend the 2024 Iowa Library Association Conference in October in Des Moines. Mescher seconded the motion. The motion carried.

9) Employee request to work for 2nd employer:

Katey let the board members know she is now a paid staff member at her church as the Youth Minister. Mescher made the motion for employee to work a 2nd job. Mast second the motion. The motion carried.

10) Approval for vacation taken in August by director & discussion on how to address this in future:

Jim stated just email or text message the board members the reason for taking last minute vacation days and letting them know that other library staff are covering the library hours. Then all board members respond to the group message. Approval given for 8 hours of vacation taken each on 8/14/24 & 8/19/24.

11) Approval to access Tangeman Family Endowment payout & review Summary of Fund Activity:

The fund statement beginning balance for July was \$82,256.35 and ending balance was \$85,463.65. The amount available to take out is \$3,850. Mescher made the motion to take the available amount out and put it into a money market. Hansel seconded the motion. Then motion carried.

12) July Library Report for Board and City:

Report was reviewed and commented on. Also reviewed was the 2024 Annual Report for the Library.

13) Guttenberg Library Foundation report from Foundation Treasurer Jim Schlueter:

Jim stated the next meeting is scheduled for September 9th. At that meeting they will elect officers and discuss an upcoming program in October.

14) Upcoming Library programs:

- Story Walk® book: “Monsters Love Underpants” by Claire Freedman
- Majhongg, Thursdays at 1:00 PM: 5th, 12th, 19th, 26th
- Scrabble, Fridays at 1:00 PM: 6th, 13th, 20th, 27th
- Closed Saturday, August 31st & Monday, September 2nd for Labor Day Weekend
- Tuesday, September 3rd at 6:00 PM, Book Discussion: “The Lincoln Highway” by Amor Towles
- Thursday, September 5th at 7:00 PM: Writers Open Mic
- Friday, September 13th at 10:30 AM, Toddler Storytime
- Wednesday, September 18th, Tweens-day after school program
- Thursday, September 19th at 10:30 AM- Program with Imagine
- Friday, September 27th at 10:30 AM, Toddler Storytime

15) Approve library’s expenditures:

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

16) Set date for next meeting:

Monday, September 23rd, 2024, at 7:00 PM.

17) Adjourn:

At 8:07 PM, Mast made the motion to adjourn the meeting and Hansel seconded the motion. The motion carried.

Respectfully submitted by Dana Mast on 8/28/2024.