

The meeting of the Guttenberg Public Library Board was called to order on Monday, September 27th, 2021, at 6:55 pm by library board president Jim Schlueter. Trustee members attending the meeting were Howard Hubbell, Jan Hansel, Dana Mast, Librarian Katey Simon, and Virginia Saeugling from the city council. Minutes from the Monday, August 24<sup>th</sup>, 2021, were read, with no corrections. Hubbell made the motion with no corrections and Hansel second the motion. The motion was carried.

**Training** – none tonight, Katey stated.

#### **Unfinished/Old Business**

- a) **ILA Conference Update** – Katey stated she is staying with a family member. She also stated that she thought the library was already part of the association and only had to pay the member fee of \$180. Then she found out Guttenberg library is not and needed to pay the non-member fee of \$215 for the conference. She paid the full payment of \$215.00 out of her pocket, she will need to be reimbursed. Then after she attends the conference, she will fill out a mileage sheet and get reimbursed for mileage there and back.
- b) **ARPA Grant Update** – Katey stated copier was ordered shortly after last month's meeting, said it would take anywhere from 4-6 weeks to arrive. Katey stated she has contacted some people and places about the old copier, and so far no one wants it. Once the new copier is delivered and if no one is still interested in the copier, she will have the company take the old printer.
- c) **Theisen Grant** – Katey stated she applied for the Theisen Grant and has done some research on using that grant money to purchase an air purifier for the library that would work for the space. Cost is around \$325.00.
- d) **Meeting Room Temperature** – The air unit is not working well, to keep the room cool when the air is on and a group is using the room. Katey followed directions given previously by Meyer Mechanical, lowering the temperature a few hours prior to the room being used (she set at 69). She also had 2 fans running. When group was done using the room after a few hours, the temperature was 75. Katey stated she will call Meyer Mechanical to come look at the air unit. Might just need some freon in the unit.
- e) **Mental Health Training Update** – After last month's meeting Katey stated she got an email that this training will be online only, by zoom. Katey did attend the training at home.

#### **New Business**

- a) **New/ Returning Programs at the Library** – Katey stated the Bridge Club group has expressed that they do not like the room rate increase (from \$7 up to \$15 now). Plus, they are wanting to find some new members to join the group. Katey also stated that she talked with them after she came up with a plan; if they have the Bridge Club as a library program, then the room would not cost, and then the library would advertise and post Bridge Club meets every Monday @ 12:45pm for about 2-3 hours, on all library sites for Guttenberg. Jim stated he is okay with this and would give it a month, to see how it goes. Will relook at this, at next meeting to see how it is going.
- b) **Review Policies**
  - i. **Handicapped Access Policy** – Board reviewed the policy. Hubbell made the motion with no corrections and accepted and revised it. Mast second the motion. The motion was carried.
  - ii. **Emergency Policy** – Board reviewed the policy. Katey is going to reach out to one person to see if they still want to be listed as a counselor contact and will reach out to another person to see if they would like to be added as a counselor contact. Plus, Katey will purchase some pepper spray, instead of using wasp spray for intruders. Katey will also check to see if fire department will do some training with staff on how to use a fire extinguisher correctly if there is a fire. Will table this and review at next month's meeting.
  - iii. **Reference Services Policy** – Board reviews the policy. Mast made the motion with no corrections and accepted and revised it. Hubbell second the motion. Then motion was carried.
- c) **AWE System** – Katey stated that library had a tablet for kids to use in the children's area. Since Covid, the tablet got put away and recently Nancy got it out to turn on. It would not turn on or charge. Nancy contacted the company and was given information on an updated AWE Learning system. Cost is about \$3798.00 right now, but computer prices are rising the company stated. It will come with computer, stand,

mouse and key board, plus about 80 some programs on it to be used (like; writing, reading, math, etc....) geared towards 5-12 year olds. Katey was wondering if the board would be okay with using the Rod and Mary Jo Tangeman Family Endowment funds that is available \$2970.00 and then do an addendum to the budget to get the rest of the money to cover, what is needed (\$828.00). Board suggested talking with Jamie at city hall to go over library budget and see what the best way is to get the money to pay for the AWE System. Mast made the motion to purchase the AWE System now and talk to Jamie about where the money will come from to replace back into the budget. Hansel second the motion. Motion carried. Will come back to this next month's meeting on where the money will come from to replace back into the budget.

- d) **Tangeman Endowment Works** – Katey stated she talked with both MJ Smith and Emily Sadewasser on how this endowment all works. Available funds based on percentage of the last 3 years funds balance. When it is time to be able to take money out, you can only use that percentage. Donor wanted it to be used for something above and beyond the norm, to be a spark to improve library, for small incremental things to keep library in tip top shape. Fund amount known in March & foundation prefers used by September.
- e) **Library Website** – Katey stated there is a new tool to help kids or adults with homework called Brainfuse HelpNow available through our website. First year is free through the State Library of Iowa. Katey stated she did not think anyone would need to have a library card to use this. She will provide this with the local schools so they can let their students know about this too.
- f) **German Fest** – Nancy made a sign to put in the flowerpot by her building to let people know when attending German Fest to come on over to the library and look @ the bible that is on display. They got a lot of visitors to come on into the library that day.
- g) **Origami Program** – About 5 people attend, so it was a fair amount.

#### **CCLA Meeting**

- a) **Director Meeting** - Wednesday, 10/6/2021 @ 9:30 am. Katey letting us know about the meeting.
- b) **Fall Meeting** – Tuesday, 10/19/2021 @ 7:00 pm via Zoom. Katey letting us know about the meeting and stated she might put on computer @ the library and if anyone wants to come and see and hear it on the library's computer, they are more than welcome too.

#### **Foundation Report**

- a) **Purchasing iPad to use for Programming** – Katey stated it was purchased 9/27/2021. Jim said once they get the invoice from the city's credit card the board will write out a check and pay the city it.
- b) **Next meeting 10/22/2021 @ 11:00 am** – Jim letting us know about the meeting.
- c) **Arranging to have speakers come back** – Jim letting us know that they are talking and working on what programs to have and to offer.

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

#### **Upcoming Programs**

- a) **New Story - up on River Park Drive**
- b) **Bridge Club** – meets every Monday's (4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, and 25<sup>th</sup>) @ 12:45 pm
- c) **Book Discussion** – Tuesday, 10/05/21 @ 6:00 pm
- d) **Scrabble Group** – Friday, 10/8/2021 @ 1:00 pm
- e) **Toddler Time** – Wednesday, 10/13/21 @ 10:30 am
- f) **Frankentoy's** – Wednesday, 10/20/21 @ 2:15 pm - 4:00 pm
- g) **Book character pumpkin contest** – Friday, 10/22 – Thursday, 10/28; drop off day Thursday, 10/21/21; winner announced Friday, 10/29/21
- h) **Trick-or-Treating**

**Set Date for Next Meeting-** Monday, October 25<sup>th</sup>, 2021 @ 7:00 pm

**Adjourn-** Hubbell made the motion to adjourn the meeting at 8:05 pm. Mast second the motion. The motion was approved.

Dana Mast respectfully submitted the minutes on 9/28/2021