

Guttenberg Library Board Meeting

June 25, 2024

Guttenberg Public Library

Minutes

1) Call to order:

The meeting of the Guttenberg Public Library Board was called to order on Tuesday, June 25th, 2024, at 12:00 PM, by Library Board Member President Jim Schlueter. The trustee members attending the meeting were, Dana Mast, Beth Mescher, and Librarian Katey Simon.

2) Approve minutes from May 30th, 2024, meeting:

Minutes from the May 30th meeting were read. Mescher made the motion to approve the minutes with no corrections. Mast seconded the motion. The motion carried.

3) Director evaluation:

The board members read over the evaluations without Katey in the room. Then made up one general/summary evaluation to review with Katey.

4) Discussion on using Zoom for board meetings:

The board members discussed and agreed to discontinue posting the link for the board meeting on zoom.

5) Discussion on replacing handicap accessible door opener:

Katey earlier this month emailed the board members that the handicap accessible door opener was not working and that she replaced the batteries and that was not the issue. Katey did have Matt, a city worker, look at it and could not find what would be wrong with it, to his knowledge. Oelwein Glass, the company that put the original handicap accessible door opener in, is no longer in business. Called Decorah Mobile Glass Inc to look at it and they did. Decorah Mobile Glass Inc priced 2 options. Option #1: Parts Replacement only for \$1,061.50 and Option #2: Full Replacement for \$2,300.00. The board members discussed if we could get them called and get it ordered and paid for by the 30th of this month before the new fiscal year starts. Katey states she would do what she can. Mast made the motion to go with option #2 for full replacement of the handicap accessible door opener for price quote of \$2,300.00. Mescher seconded the motion. The motion carried.

6) Inform our new resources from State Library of Iowa:

Katey let the board members know about 2 new resource options. First: Public Library Compensation Toolkit: A Guide to Fair & Equitable pay. Katey made 1 copy for board members to view it is lengthy. Second: FY 2023 Iowa Public Library Statistics. Katey will email links to both of these docs.

7) Request from Community Vitality Group to use digital sign for community events:

Katey let the board know that a request was made to use the digital sign to advertise community events for their group. The board members discussed and agreed to not move forward with this because it will take time for library staff to complete each event sign and this would not be related to library duties. Katey states she will let them know this.

8) Director vacation approval:

Katey requested to use 24 vacation hours and has the hours covered by library staff. Jim signed her vacation slip. Mescher made the motion to approve Katey's vacation hours. Mast seconded the motion. The motion carried.

9) Tangeman Family Endowment Summary of Fund Activity:

The fund statement beginning balance for May was \$79,959.18 and ending balance was 82,691.75. Amount available to take out is \$3,850.00.

10) May Library Report for Board and City:

Report was reviewed and commented on.

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

Jim let the board members know that the Book and Bake Sale went well, raising an estimated \$800.00.

12) Katey stated program last week held at the Municipal build went over great, about 96 people attended. Shared on upcoming programs.

13) Upcoming Library programs:

- Majhogg, Thursdays at 1:00 PM: 11th, 18th, 25th
- Scrabble, Fridays at 1:00 PM: 5th, 12th, 19th, 25th
- Tuesday, July 2nd at 6:00 PM, Book Discussion: "A Trick of the Light" by Louise Penny
- Wednesday, July 10th at 10:30 AM, Clayton County Library Association Summer Reading Program
- Friday, July 12th at 10:30 AM, Toddler Storytime
- Monday, July 15th at 1:00 PM, Fantastic Foam, Municipal Building Auditorium, sponsored by Guttenberg Library Foundation
- Wednesday, July 24th, Water Moves, Water Games at 1:00 PM, North Park Gazebo
- Friday, July 26th at 10:30 AM, Toddler Storytime
- Friday, July 26th at 6:00 PM, Summer Reading Challenge Pool Party, Guttenberg Swimming Pool

14) Approve library's expenditures:

Board of Trustee members approved all expenditures.

15) Set date for next meeting:

Monday, July 22nd, 2024, at 7:00 PM.

16) Adjourn:

At 1:00 PM, Mast made the motion to adjourn the meeting and Mescher seconded the motion. The motion carried.

Respectfully submitted by Dana Mast on 6/25/2024.