

The meeting of the Guttenberg Public Library Board called to order on Monday, August 22nd, 2022, at 7:05 PM, by library board member president Jim Schlueter. Trustee members attending the meeting were Howard Hubbell, Dana Mast, Jan Hansel, Beth Mescher, and Librarian Katey Simon. Minutes from the July 28th, 2022, meeting read and approved with a few corrections. Hubbell made the motion with corrections and Mescher second the motion. The motion carried.

Conduct the Annual Director Evaluation:

- Jim had Katey step out so board members could discuss the evaluations. Then Jim had Katey come back and Jim and board members discussed with Katey all the good things she is doing and has done for the library and then some areas she could improve on and set some goals for herself in the next year. Then Katey let the board know how she was feeling about the position and how she thinks she is doing. All great news.

Continue discussion of need of Microfilm Reader Printer:

- Katey stated that she has contacted a few people/places if they were interested in the Microfilm Reader Printer and everyone that has responded back said: no space for it, obsolete, no need for it, etc..... Board agreed to have city put it in their auction when they decide to have it. Katey stated that she will reach out to Clayton County Genealogy Society if they would want the microfilm.

Continue discussion of City Auction:

- Katey stated that city still has not set a date on when they will have the city's auction. Did find out money from sold items on the city's auction goes into the general funds.

Follow up on Library Associate/Cleaning Person questions:

- Katey stated that she reviewed previous meeting minutes regarding the combining of Library Associate and Cleaning Person positions. The previous cleaning person cleaned the library before or after library hours for 5 hours per week. Current Library Associate agreed to do cleaning when hired and hours increased to 28/week. Lib. Assc. also said former director set some guidelines re: cleaning, former director was OK w/cleaning 3 hours/week, and fine w/whenever cleaning happening. Lib. Assc. Is doing cleaning within scheduled hours, while library is open. Board agreed that when Lib. Assc./Cleaning Person comes in to work, first ½ hour of scheduled shifts should be cleaning of the library, no vacuuming while library is open, and bathroom cleaned at the end of the day. Communicate with other library staff as some of them are doing some cleaning as well. Katey did state that she did find an old cleaning checklist and might start implementing this with all staff.

Extra – Must Know:

- Apple tree was having some issues and has been taken down. Katey contacted Clayton County ISU Extension Office and was told tree most likely died from damage/actions over many years and not chemicals. The stump is still there, but level with the ground. Katey will talk to city to see what the plan is with the stump and if they are planning to replace.
- Katey noticed on the Revenue and Expense Report that some line items are different then what was thought approved. Katey stated she was not notified that the budget was going to change and is checking into this. Jim said he and Katey will meet with city manager about this and get it resolved.

- Katey stated that Guttenberg Library will be hosting the Annual Fall Meeting for Clayton County Library Association on Tuesday, October 25th, 2022, at 7:00 PM.

Library Foundation report from Foundation Treasurer Jim Schlueter:

- Jim stated foundation is funding the program on Thursday, September 8th at 7:00 PM - Hershey Chocolate Company Program, City Municipal Building Auditorium.
- Jim also stated that a donation came in today for \$500.

Upcoming Library Programs: Went through all the programs with the board members.

- Thursday, August 25th at 6:00 PM - Jake Kaminski author visit
- Friday, August 26th at 1:00 PM – Scrabble
- Thursday, September 1st at 1:00 PM – Majhongg
- Friday, September 2nd at 10:30 AM - Toddler Time
- Friday, September 2nd at 1:00 PM – Scrabble
- Tuesday, September 6th at 6:00 PM - Book Discussion
- Thursday, September 8th at 1:00 PM – Majhongg
- Thursday, September 8th at 7:00 PM - Hershey Chocolate Company Program, Mun. Bldg. Aud.
- Friday, September 9th at 1:00 PM – Scrabble
- Thursday, September 15th at 1:00 PM – Majhongg
- Friday, September 16th at 1:00 PM – Scrabble
- Thursday, September 22nd at 1:00 PM – Majhongg
- Friday, September 23rd at 1:00 PM – Scrabble
- Thursday, September 29th at 1:00 PM – Majhongg
- Friday, September 30th at 1:00 PM - Scrabble

Approve Library's Expenditures:

- Jim, Howard, Dana, Jan, and Beth - all signed and okayed all the bills.

Set Date for Next Meeting:

- Tuesday, September 27th, 2022, at 7:00 PM

Adjourn:

- At 8:25 PM, Mast made the motion to adjourn the meeting and Hansel second the motion. The motion carried.

Respectfully submitted by Dana Mast on 8/23/2022