

The meeting of the Guttenberg Public Library Board was called to order on Monday, March 29th, 2021 at 7:00 pm by library board president Jim Schlueter. Trustee members attending the meeting were Howard Hubbell, Dana Mast, Beth Mescher, and Librarian Katie Beitzel – in person. Jan Hansel and Virginia Saeugling from the city council – on Zoom. Minutes from the February 22nd, 2021 were read and approved with no corrections. Hubbell made the motion with corrections made and Mast second the motion. The motion was carried.

Unfinished / Old Business

Phased Reopening Plan

Meeting Room – Katie stated that the meeting room has too many prices and investigated other libraries in the area to see what they charge. They all have a flat rate on the rental of the meeting room. Any of them ranged from \$10 - \$25 for the rental of the room. Katie thought \$15 was a fair price for rental of the room.

Adding, under Fees sections:

*The meeting room rate is \$15.00 per day

* The meeting room is available at no cost to nonprofit and organized community groups.

*Business organizations, fee-based services, and private parties (such as showers, birthday parties, or other such groups) may use the meeting room for \$15.00 per day.

Adding, Meeting Room During Infectious Disease or Other Emergency situations:

The meeting room may be closed by the library director and the library board due to health concerns or emergency situation.

The library board and library director will decide on when the room will reopen.

Guidelines for Reopening the Meeting Room

- Phase 1: Meeting Room Closed
 - Room will be used for storage of the library games, toys, and furniture
 - Books that need to be cleaned and quarantine will be placed on the meeting room tables for an appropriate number of days
- Phase 2: Limited People May Use the Meeting Room
 - Small groups of 5 people may use the room for short 30 minutes or less meetings (changing to: Small groups of 15 people may use the room for 4 hours or less meetings)
 - 2 large tables and 5 chairs will be provided for use
 - Sanitizing wipes will be left in the room for meeting attendees to wipe down surfaces
 - Kitchenette will not be available to meeting room users
 - Books and other library materials may still be in quarantine in the meeting room but will remain off limits to those using the meeting room

- Phase 3: Meeting Room Returns to Normal
 - 30 persons or less will be allowed in the meeting
 - All tables and chairs will be available
 - Library materials such as toys, furniture, and books will no longer be placed in the meeting room
 - Kitchenette will be available to meeting room users

Hubbell made the motion with the changes made to the Guttenberg Public Library Meeting Room Policy and Mast second the motion. The motion was carried.

New Business

Policy Review: Meeting Room – (See Above for details, under Phased Reopening Plan and Meeting Room)

Board Training: Amazon and Dr. Seuss articles – Katie handed trustee members articles “Amazon withholds its ebooks from libraries because it prefers you pay it instead” and “Want to borrow the e-book from the library? Sorry, Amazon won’t let you.” “Dr. Seuss is a beloved icon who also drew some extremely racist stuff” and “Libraries oppose censorship. So they’re getting creative when it comes to offensive kids’ books”

Vacation Request for Director: Thursday, April 8th, 2021 – for goddaughters’ confirmation. Board approved time off request. Jim signs the time off request slip. Katie also received a jury duty notice. She has already talked to other staff for the library to help cover hours if need be.

Computer – Leanne is having issues with her computer. It is not that old. Katie had Nancy McClellan look it over. She said it was little more than she was comfortable doing, it is memory shortage. Nancy referred Katie to take it to a place in Prairie du Chien. Katie said she will try and get it there this week and see what they have to say about it. Board members said it might be better to just purchase a new computer than fix.

Foundation Report – Jim stated foundation will have their annual book sale this year during the first weekend in June which is the weekend of city-wide garage sales. There will be no bake sale this year. Foundation will use the meeting room for the book sale.

- Foundation is working with Katie to fund an outdoor program this summer for kids.
- Foundation is working with Katie for another program in painting rocks to be displays and sponsoring a book to be displayed in local businesses windows.
- Jim stated that the generous donation the Foundation received could be used towards a new computer if needed.

Approve Bills – Jim, Howard, Dana, and Beth all initial and approve the bills.

Set Date for next meeting – Monday, April 26th, 2021 @ 7:00 pm.

Adjourn – Mescher made the motion to adjourn the meeting @ 7:30 pm and Hubbell second the motion. Motion carried.

Respectfully submitted by: Dana Mast on 3/29/2021