

The meeting of the Guttenberg Public Library Board was called to order on Monday, October, 2021 at 7:01 pm by library board president Jim Schlueter. Trustee members attending the meeting were Howard Hubbell, Jan Hansel, Beth Mescher, Librarian Katey Simon, and Virginia Saeugling from the city council. Jamie Blume from the city also joined for most of the meeting. Minutes from the September 27th, 2021 meeting were read and approved with two corrections. Hubbell made the motion with two corrections and Hansel second the motion. The motion was carried.

Training: Jamie Blume trained and educated the board on how to amend the library budget. Jamie educated library board and Katey on sending her (Jamie) emails for amendments to the library budget for changes in revenue and expenses as they come in. All final library budget amendments must be completed and sent to Jamie by March 31st 2022, for final completion by the April meeting and these will be finalized for the May 2022 meeting.

Unfinished/Old Business

ILA Conference update- Katey filled out reimbursement. Total reimbursement will be \$597.25 for conference, meals, and mileage.

ARPA grant – printer was delivered Wednesday, October 20th. Due to no one in the community wanting the old one, the printer company took the old printer for us. Katey reports that it works faster, better, and is more user friendly. Katey will send out our receipts for payment to receive the ARPA grant. Katey will send information to Jamie Blume about expenses for the printer. These expenses will be taken off of minor equipment line on the library budget. Katey will send revenue information to Jamie Blume once grant funds are officially received.

AWE Learning Workstation- This system was purchased and installed. The children love it and are using it regularly. The total was less than originally thought. Total is now \$3468. Plan to use the Mary Jo Tangeman Family Endowment funds of \$2970.00 and \$498 out of the library budget from minor equipment line on the library budget to cover the costs. Katey will email Jamie Blume on these amendments to the revenue and expenses on library budget.

New business

New state library director endorsement levels: In August 2021 state library endorsement levels changed. There used to be 6 levels (1-6). Now there are three levels (Bronze, Silver, Gold). These levels will not change the accreditation of the Guttenberg library. Guttenberg library is at a Bronze level as Katey has an Associates Degree and will complete her coursework in the next two years.

New/Returning Programs at the library: Bridge Club: Katey reported that the Bridge Club group has met and they have 8 players. The library does not make them pay for the meeting room at this time due to it being a library program. The library has supplied advertisements for the community to join the Bridge Club, not no other members have joined yet. Discussion took place, that if the Bridge Club is betting money on winning, that the library cannot sponsor this as a program and they will need to pay the \$15

per the room. If the Bridge Club wants to continue to play without monetary gains that is fine for the next month. Board agreed to give it another month and see how it goes and how Bridge Club responds.

Toddler Time: They was one mother and child that came to the last toddler time.

Review Policies: Emergency Policy – Board reviewed police. Katey reached out to Caroline Clefisch and she is willing to be listed as a counselor contact. Julie Hansel also agreed to be listed as a counselor contact, but Clayton Ridge Schools would always come first. Katey did purchase some pepper spray and wasp spray will longer be used. Katey made some Bomb Threat cards and they are now at the font desk. Emergency kits are not located in the kitchen and back closet. Hansel made the motion to accept with additions and corrects. Hubbard second the motion. The motion was carried.

Upcoming events – the library board reviewed upcoming library events

Evaluation of Director – Jim went over peer reviews from library staff. Katey is doing a great job. She is doing well with the expectations to learn and continue to learn. LeAnn and Nancy state that she is doing a good job with handling responsibilities. Katey is organized and professional. Katey has a good repertoire with the community. Jim talked to Katey about reaching out to other individuals and organizations to ask for help on specific tasks.

Foundation Report

- a.) Ordering and purchasing STEAM (science, technology, engineering, art, math) kits for children. The foundation ordered 3 kits at \$200 per kit. These kits will be allowed to be taken home.
- b.) Arranging to have speakers come back – Jim let us know they are looking into having speakers start again in April/June. Jim will be reaching out to the city to use the upstairs of the Municipal Building to hold these activities.

CCLA – The fall meeting was Tuesday, October 19th. It is the Guttenberg Library's turn to be the secretary. Therefore, Katey will be the secretary for the next two years. After two years, it is Guttenberg library's turn to be the Treasurer. CCLA holds formal meetings 2x per year. They discussed that all of the libraries shar Apollo, the system to check out books. Therefore, Guttenberg's share of this program is \$1,000.

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

Set Date for Next Meeting- Monday, November 22, 2021 at 7:00 PM.

Adjourn- Mescher made the motion to adjourn the meeting at 8:30 PM. Hansel second the motion. The motion was carried.