

The meeting of the Guttenberg Public Library Board called to order on Monday, November 22nd, 2021, at 6:55 pm by library board president Jim Schlueter. Trustee members attending the meeting were Dana Mast, Jan Hansel, Beth Mescher, Librarian Katey Simon, and Virginia Saeugling from the city council. Minutes from the October 25th, 2021, meeting read and approved with corrections. Mast made the motion with corrections and Mescher second the motion. The motion carried.

Unfinished/Old Business

Bridge Club: Bridge Club members decided to not have the Bridge Club as a scheduled library program because they would always need to meet at the library while it was open. Also, they would not be able to collect any payment to play or give out prizes. They decided to continue meeting as a private group and pay the rental fee.

New business

Budget: Katey went over the Library's Revenue for previous, current, and upcoming fiscal years. Made few changes to the upcoming year's revenue budget proposal – Library Service Township from \$21,000 to \$22,000. Got rid of line-item Memorials & Donations and moved back to Private Contributions – went from \$3,000 to \$4,000. Changed amount from \$30,600 to \$31,600. Mast made the motion with Revenue changes and amount and Hansel second the motion. The motion carried.

Board discussed the 3% wage increase and with the rising cost of living and to be able to afford everyday living. Mescher made the motion with 3% wage increase and Mast second the motion. The motion carried.

Katey went over the Library's Expenses for the previous, current, and upcoming fiscal years. Made few changes to upcoming years expenses – Wages \$82,472 to \$80,070 (3% wage increase). Other Utilities increase for about 6% to help with increasing and rising cost of utilities from \$850 to \$900. Janitorial from \$2,800 to \$2,000. Take out Memorial and Donations line item. Other capital Equipment purchase a new patron counter. Amount changed from \$130,902.00 to \$126,750.00. Mescher made the motion with Expenses changes and amount and Hansel second the motion. The motion carried.

Christmas Open House: Patrons can display their decorated 'Tiny Tree' at the library, plan to have Christmas music playing, and a door prize giveaway. Katey was wondering if it would be okay to serve hot apple cider, hot chocolate, and packaged up cookies for the patrons. Board discussed and decided that is would be best to purchase prepackaged store items. Otherwise, it is a great idea.

Guttenberg Industries: Received a \$500 donation from them. Requested the money be used towards children's programs or computer needs or programs. (Katey marking that down to investigate what she thinks might need.)

Theisen's More for Your Community Grant: Denied for the grant, this was for the air purifier unit.

CD Maturing: This is a \$91,000 CD currently at Fidelity Bank at 0.5% interest. Board members discussed and decided that Katey call Fidelity Bank and talk to Austin asking if they would match another bank's current 0.31% rate for 12 months. If he denies it, then just go with the 0.20% for 12 months. No matter what keep money @ Fidelity Bank. Then will have to go to Jamie at City Hall and let her know and she will get the paperwork done and Katey will need to sign.

Annual Survey: Katey stated once a year an annual state survey must be completed and submitted for grants. Katey got it submitted.

Upcoming events – The library board reviewed upcoming library events.

Monday, November 29th - Wednesday, December 8th; drop off tiny trees

Wednesday, December 1st at 2:00 pm; Ornament Making

Friday, December 3rd at 1:00 pm; Scrabble

Friday, December 3rd at 3:00 pm – 5:00 pm; Charlotte Smith Book Signing / Ordering of the 'The Angel'

Tuesday, December 7th at 6:00 pm; Book Discussion

Wednesday, December 8th at 10:30 am; Toddler Time

Friday, December 10th all day; Christmas Open House

Friday, December 10th at 1:00 pm; Scrabble

Wednesday, December 15th at 2:00 pm; Winter Adventures

Friday, December 17th - at 1:00 pm; Scrabble

Foundation Report

3 Programs; For the upcoming next year, April - Lizzy Boardman, June – Rock Climbing, September – Hershey Chocolate. Jim stated he paid the city \$500 for deposit for the year.

CCLA – Annual Clayton County Supervisor FY 2020-2021 report submitted.

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

Set Date for Next Meeting - Monday, December 27th, 2021, at 7:00 pm.

Adjourn - Mast made the motion to adjourn the meeting at 8:00 pm. Hansel second the motion. The motion carried.