

The meeting of the Guttenberg Public Library Board was called to order on Monday, February 22<sup>nd</sup>, 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 January 18<sup>th</sup>, 2020 were read and approved with a few corrects. Hubbell made the motion with corrections made and Mast second the motion. The motion was carried.

### **Unfinished / Old Business**

**Phased Reopening Plan** – Katie stated right now the library is still on phase 2 of the reopening plan. The library is getting more and more patrons wanting or using the library with scheduled appointments. Curb side pick-up is still a hit. Katie stated the library is ready to work on up to phase 3 or 4 of the reopening plan. (see new business strategic plan review: hours of operation).

**Diversity Audit** – Katie stated this is a work in progress; staff is working on this in down time. With categories by authors, racial diversity, and plus size and other issues.

### **New Business**

#### **Strategic Plan Review: Hours of Operation**

To create a place for the community to utilize

○ Objectives:

- The library will do a study to consider the possibility of changing hours to accommodate a day to open earlier than the library currently does (Winter 2020)
- If the library needs to change the hours, the library will then look at staffing and budget to make sure that this is something that is can be done (Spring 2021)
  - Katie asked if library should change their hours of operation with the library opening more. A survey was done with the community before pandemic hit the area, to see what patrons were wanting in hours of operation for the library. Katie stated for accreditation for the library, it does need to be open at least 20 hours per week, open until 6 pm at least 1 night a week and open part of the day on Saturday or Sunday.
  - Boards members talked and agreed the library's hours of operation will be Monday and Wednesday 10 am – 6 pm and Tuesday, Thursday, and Friday 10 am – 5 pm and Saturday 10 am – 1 pm and continuing with curbside pick-up. Limiting patrons to be in the library for about 20 minutes at a time, up to 20 – 25 patrons combine with staff members in the library at one time.

#### **Policy Review:**

**Fee Policy** - No changes needed. Hubbell made the motion to approve the Fee Policy with no changes and Mescher second the motion. The motion was carried.

**Public Relations** - No changes needed. Mast made the motion to approve the Public Relations Policy with no changes and Hansel second the motion. The motion was carried.

**Board Training: Reimagining the Public Library to Reconnect the Community**

YouTube Link: [Reimagining the Public Library to Reconnect the Community | Shamichael Hallman | TEDxMemphis - YouTube](#) – Board members all watched the 15 minutes Ted Talk video.

**Patron Policy Request** – Katie got a request from a citizen of the community letting Katie know they are on the registered sex offenders list and would like use of the library and its materials. If the board would allow it, the community member would be allowed in when no children are present and it would have to be after school hours, with library across the street from a private school. Katie stated the policy said that she must get a motion from the boards members, write a letter and have them have a scheduled time they can use the library’s materials. Board members agreed it would be okay and 5:30 pm – 6 pm. Mast made the motion to approve the patron policy request and Hubbell second the motion. The motion was carried.

**Vacation Request for Director:** Thursday, March 18, 2021 – board approved time off request.

**Correspondence** - Katie has a thank you card for the library members, for her Christmas gift. Jim read the thank you card and passed it around for all board members to look at.

**Foundation Report** – Jim stated the February meeting was cancelled and rescheduled to March 8<sup>th</sup>, 2021. Jim also stated the Foundation has received a very generous donation and this donation wants to know if the library is need or needing something above the normal. Jim wants Katie to think about this and bring some ideas to the Foundations meeting in March.

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

**Set Date for next meeting** – Monday, March 29<sup>th</sup>, 2021 @ 7:00 pm.

**Adjourn** – No motion was made to adjourn the meeting tonight.

**Respectfully submitted by:** Dana Mast on 2/22/2021