

Guttenberg Library Board Meeting

July 22, 2024

Guttenberg Public Library

Minutes *DRAFT*****

1) Call to order:

The meeting of the Guttenberg Public Library Board was called to order on Monday, July 22nd, 2024, at 6:56 PM, by Library Board Member President Jim Schlueter. The trustee members attending the meeting were Dana Mast, Beth Mescher, Jan Hansel, and Librarian Katey Simon.

2) Approve minutes from June 25, 2024, meeting:

Minutes from the June 25th meeting was read. Mast made the motion to approve the minutes with corrections. Hansel seconded the motion. The motion carried.

3) Board Training: The Ten Habits of Highly Effective Library Boards (continued from previous months):

a. Habits 6,7, & 8:

The board members watched the video clip & then discussed afterwards.

4) Library service contract with North Buena Vista:

Katey stated the library provides services to North Buena Vista. North Buena Vista has not made payment for 9/13/2022 to 9/12/2023, 9/13/2023 to 9/12/2024, and 9/13/2024 to 9/12/2025. The currently owe \$1,307.54. Katey stated she mailed out a statement to North Buena Vista on 5/03/2024 and has not received payment or a letter that they will not be renewing contract with the library for services. Jim will contact Mayor Alan Breitbach and inquire about this.

5) Board term discussion:

Katey let the board members know that Howard Hubbell has verbally resigned his position on the Library Board of Trustees. Board members and Katey will think of names of patrons who are city residents who might be interested in serving on the board to give to the mayor. Beth Mescher verbally agreed to be the interim vice president of the library board. Mast made the motion for Beth Mescher to be the interim vice president, until the election of officers. Hansel seconds the motion. The motion carried.

6) Approval for Director to carry over 8 hours of vacation after anniversary date:

Katey has asked the board if she could carry over 8 hours of her vacation hours after her anniversary date, since she had planned to take 8 hours off and was just coming back from being off and needed to get caught back up. Hansel makes the motion for Katey to carry her 8 hours of vacation over to her next anniversary year and be used within 90 days. Mescher seconds the motion. The motion carried.

7) Update on Summer Reading Program/Challenge:

Katey let the board members know they have 55 patrons registered for the Summer Reading Challenge. The end of summer reading program/ challenge will be a pool party at the local Guttenberg Swimming Pool.

Have a water moves, water games program. Fantastic Foam program was rescheduled to Thursday, August 15th, at 1:00 PM at the Guttenberg Municipal Building, at no charge.

8) Library building update:

Katey let the board members know that the new door opener is now installed at the cost of \$2,300.00. Money came out of Other Capital Equipment line item. Jim suggested that the money should really come out of Building Repair/ Maintenance line item instead. Katey stated she will correct that.

9) Tangeman Family Endowment Summary of Fund Activity:

The fund statement beginning balance for June was \$82,691.75 and ending balance was \$82,256.35. The amount available to take out is \$3850.00.

10) June Library Report for Board and City:

Report was reviewed and commented on.

11) Guttenberg Library Foundation report from Foundation Treasurer Jim Schlueter:

Nothing to report on this month.

12) Upcoming Library programs:

- Majhogg, Thursdays at 1:00 PM: 1st, 8th, 15th, 22nd, 29th
- Scrabble, Fridays at 1:00 PM: 2nd, 9th, 16th, 23rd, 30th
- Thursday, August 1st at 7:00 PM: Writers Open Mic
- Tuesday, August 6th at 6:00 PM, Book Discussion: "Did You Hear About Kitty Karr?" by Crystal Smith Paul
- Friday, August 9th at 10:30 AM, Toddler Storytime
- Thursday, August 15th at 1:00 PM, Fantastic Foam
- Friday, August 23rd at 10:30 AM, Toddler Storytime
- Closed Saturday, August 31st & Monday, September 2nd for Labor Day Weekend

13) Approve library's expenditures:

The Board of Trustee members approved all expenditure for the month.

14) Set date for next meeting:

Monday, August 26th, 2024, at 7:00 PM.

15) Adjourn:

At 7:58 PM, Mast made the motion to adjourn the meeting and Mescher seconded the motion. The motion carried.

Respectfully submitted by Dana Mast on 7/22/2024.