

The regular meeting of the Guttenberg Public Library Board was called to order on Monday, July 27, 2020 at 7:00 PM by library board president Jim Schlueter. Trustee members attending the meeting were Howard Hubbell, Dana Mast, Jan Hansel, Beth Mescher, Librarian Katie Beitzel, and city board member Virginia Sauegling. Minutes from the June 24th, 2020 were read and approved with 1 correction. Hubbell made the motion and Hansel second the motion. The motion was carried.

Old / Unfinished Business:

Library Reopening - Katie stated the count has been down since last year. At this time last year, the attendance was well into the thousands. It is around 340 patrons entering the library and 40 patrons using the computers. We knew this would happen due to the current conditions with Covid-19. Attendance has gone up since last month with the reopening of the library. Katie discussed the closing of the library from 11am - 12pm for cleaning of the library. People are still trying to enter the library no matter the amount of advertising that is done. Katie stated that she and the other library staff are okay staying open for that hour and cleaning throughout the day. Hours will be Monday thru Friday 10am - 4pm and Saturday 10am - Noon for curbside pick only. Mast made the motion to continue to stay open from 10am - 4pm and not close for that hour at 11am - 12pm for cleaning and Mescher second the motion. The motion was carried.

Library Associate Position - Katie stated that five applicants applied for the position. She has interviewed two of them. She will interview the other three later this week. Board will meet early next month, on August 10th to discuss the final choice.

Summer Reading Challenge Update – The program had 59 children participating in the challenge until the end. Very good response and the staff have been discussing if this is how they are going to do the Summer Reading Challenge next year.

New Business:

Library Cleaning Position - Cheryl retired after five years. Katie is wondering what to do with this position? Three options Katie discussed is replacing Cheryl, having current staff perform the duties or asking the new library associate to step in to the role. Katie stated she and the staff all have taken on the role of the cleaning and disinfecting throughout the day. Board agreed to wait until we hire new Library Associate Position and then ask them or see who would want the extra hours or library would need to post job for cleaning position.

Digitization of Guttenberg Press - Katie stated that the previous librarian has started this process, it was put on hold with Katie starting and things she needed to learn and complete with her job and duties and then Covid-19 hit. Katie stated right now Advantage Preservation out of Cedar Rapids has a good deal to digitize the last five years on the website for the library for \$1950.00. Last year at this time it was \$2500.00. Katie stated there is money in the budget for this and we can take it out of the Library Material line item. Hubbell made the motion go ahead with digitization of the Guttenberg Press with Advantage Preservation and Mast second the motion. Motion was carried.

Director Evaluation - Take home, fill out and bring back to the next meeting on August 10th. It will be discussed as a board without Katie present. Jim would like to have Katie have the staff of the library fill one out and place in a folder and board members will look over and discuss at this next meeting.

Other - Katie received an e-mail from the CCLA; What is the process for the library staff if they test positive for Covid-19? Jim stated that other places and library should do the same; shut down for 24 hours for cleaning and that staff should quarantine for 14 days. Jim also stated this needs to be added to the policy. Will relook at the policy at next month's meeting.

Foundation Report - Had a meeting. Discussed there will be no programs in the year of 2020. No book donations this year. Meeting again in September for election of officers.

Approve Bills - Initialed and approved by all board members; Jim, Howard, Dana, Jan, and Beth.

Next Meeting - Monday, August 10th, 2020 at 7:00 PM.

Meeting Adjourned - Hansel made the motion to adjourn the meeting and Mescher second the motion. Motion was carried at 7:35 PM.

Respectfully submitted by: Dana Mast on 7/31/2020