

Guttenberg Library Board Meeting

May 30, 2024

Guttenberg Public Library

Minutes

1) Call to order:

The meeting of the Guttenberg Public Library Board was called to order on Thursday, May 30th, 2024, at 7:06 PM, by Library Board Member Vice President Howard Hubbell. Trustee members attending the meeting were, Dana Mast, Beth Mescher, Librarian Katey Simon, and another library staff Nancy Ruzicka.

2) Approve minutes from April 29th, 2024, meeting:

Minutes from the April 29th meeting were read. Mescher made the motion to approve the minutes with no corrections. Mast seconded the motion. The motion carried.

3) Employee request to work for another employer:

Library employee approached Board and requested to keep working at local business establishment after moving to full-time position at the library. Mast made the motion for employee to work for another employer if it does not conflict with her librarian scheduled hours. Mescher seconded the motion. The motion carried.

4) Review and approve updated contracts for Director and Youth Services Librarian/Library Assistant:

Board members reviewed and discussed the 2 contracts. Mast made the motion to approve the updated contract for Guttenberg Public Librarian Agreement. Mescher seconded the motion. The motion carried. Mescher made the motion to approve the updated contact for Guttenberg Public Youth Services Librarian/Library Assistant Agreement. Mast seconded the motion. The motion carried.

5) Review and approve updated vacation policy:

Board members looked over the updated policy. Mast made the motion to approve the updated vacation policy. Mescher seconded the motion. The motion carried.

6) Wage and vacation resolution:

Board members reviewed the wages and vacation hours for employees for next fiscal year. Mast made the motion to approve A Resolution for Fiscal Year 2024-2025 for Library Employee Compensation. Mescher seconded the motion. The motion carried. Vice President Howard Hubbell signed a wage and vacation letter to give to City of Guttenberg.

7) Director vacation approval:

The board approved Katey's vacation hours in July. Howard signed her time off request.

8) CD maturing 6/7/24:

CD maturing on 6/7/2024 for \$91,000 @ Fidelity Bank. The board members discussed options. Mast made the motion to get as close to 11 or 12 months @ 4.90% - 4.93% as possible. Mescher seconded the motion. The motion carried.

9) Approval for expenditures happening after board meeting:

Katey discussed with the board members plans and options with the end of fiscal year budget. Mescher made the motion to approve expenditures totaling up to \$3,700 for both invoices arriving after board meeting and purchases made before end of the fiscal year. Mast seconded the motion. The motion carried.

10) Follow-up on question posed on worker's comp procedure:

Katey read an email from City Manager discussing the worker's comp procedure.

11) Tangeman Family Endowment Summary of Fund Activity:

The fund statement beginning balance for April was \$80,470.20 and ending balance was \$79,959.18.

12) April Library Report for Board and City:

Report was reviewed and commented on.

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

Jim was absent. Katey stated the book/ bake sale is going on right now. Next meeting is on September 9th, 2024, and will be voting on officers.

14) Upcoming Library programs:

- Majhogg, Thursdays at 1:00 PM: 6th, 13th, 20th, 27th
- Scrabble, Fridays at 1:00 PM: 7th, 14th, 21st, 28th
- Tuesday, June 4th at 6:00 PM, Book Discussion: "Remarkably Bright Creatures" by Shelby Van Pelt
- Thursday, June 6th at 7:00 PM, Writers Open Mic
- Friday, June 14th at 10:30 AM, Toddler Storytime
- Friday, June 21st at 10:30 AM, Dr. Mike Bechtel & exotic animals, Municipal Building Auditorium
- Wednesday, June 26th @ 12:30 PM, Osborne Nature Center @ Library
- Friday, June 28th at 10:30 AM, Toddler Storytime

15) Approve library's expenditures:

Board of Trustee members approved all expenditures.

16) Set date for next meeting:

Tuesday, June 25th, 2024 at 12:00 PM.

17) Adjourn:

At 8:14 PM, Mescher made the motion to adjourn the meeting and Mast seconded the motion. The motion carried.

Respectfully submitted by Dana Mast on 5/31/2024.