

The meeting of the Guttenberg Public Library Board was called to order on Wednesday, April 26th, 2023, at 7:00 PM, by library board member President Jim Schlueter. Trustee members attending the meeting were Howard Hubbell, Jan Hansel, Beth Mescher, Dana Mast, Librarian Katey Simon, and City of Guttenberg Assistant City Manager Jamie Blume. Minutes from the March 27th, 2023, meeting were read. Mescher made the motion to approve the minutes with 1 correction. Mast second the motion. The motion carried.

Board training: Board training: Assistant City Manager training on budget:

Assistant City Manager Jamie Blume came in and talked with the Board Trustee Members about investments (CD's, Money Markets, Endowments) for the library and how amending the budget works. Board trustee members asked Jamie questions and she answered to the best of her knowledge. Katey asked questions and had Jamie explain until she and board members understood. Everyone thanked Jamie for coming in.

Library technology update:

a. Server:

Katey stated that Travis looked at server and only really needs it for file sharing. The library's card catalog and email address are on outside servers. Travis states that a NAS (Network Attached Server) is the best choice for the library's needs for around \$1,000.00-ish. Katey stated she will need to ask Travis what would be best for file backup: cloud, external storage, etc. Table until next month's meeting.

b. Computer quote:

Katey has multiple quotes for 2 computers for library (1 patron and 1 staff) from TechSoup, Amazon, Dell, and Marco. Travis advised must be careful with refurbished ones. The board looking over all the quotes and thought the quote from Marco was the best choice (2 HP Pro Mini's = \$1,720.80, 2 card reader extra = \$39.24, and 2 DVD/ R/RW-USB = \$166.00, for grand total = \$1,926.04. Mescher made the motion to go with Marco for 2 HP Pro Mini's = \$1,720.80, 2 card reader extra = \$39.24, and 2 DVD/ R/RW-USB = \$166.00, for grand total = \$1,926.04. Hubbell second the motion. The motion carried.

Outside inquiry to put security camera on library building:

Katey stated Dave Brown with a business next door inquired about putting security cameras on outside of library to use for his business. He would purchase cameras and have them installed. The board of trustees talked it over. Mast made the motion to deny Dave Brown to put cameras on library building and Mescher second the motion. Motion carried.

Rates for CD maturing in May:

Katey handed board members a printout of all 3 local banks branches in town with interest rates and time frames. Board trustee members all agreed with going with Fidelity Bank for 37 months at 4.07%. If that is not available at the time, then whatever is the highest interest rate for the longest period, not exceeding 37 months. Katey will email the board and let them know and make the best decision possible and if another bank has better rates, she will see if Fidelity Bank will match. Mescher made the motion to go with Fidelity Bank for 37 months at 4.07% and/or Katey's best decision possible. Mast second the motion. The motion carried.

Tangeman Endowment Status:

Community Foundation of Greater Dubuque report came in = \$3,760.00 available to spend and ending fund balance = \$76,399.00.

Carpet Cleaning Quotes:

Katey handed board trustee members print outs of 4 quotes for carpet and grout cleaning. Board trustee members all looked them over and chose Steamatic of Dubuque with lowest quote of \$1,197.55 for carpet cleaning, stain repellent, tile/ grout clean/ sealing, and travel charge. Katey will figure out what day(s) will work for them this late summer/fall and get booked. Hubbell made the motion to go with Steamatic of Dubuque with lowest quote of \$1,197.55, for carpet and grout cleaning. Hansel second the motion. The motion carried.

Library Furniture Update:

Katey stated she thought about what furniture to purchase for the library. She also thought about how to make the space more user friendly and meet all patrons' needs. Would like to hold off on purchasing furniture a little bit, to see how to reorganize and have the library set up for a patrons, then look for furniture to fit that space & patrons needs. Table this until have more details and information.

Lawn Care Bid Update:

Katey stated Dustin White got the city bid approval. He will do 3 applications at \$55.00 each. Will not do a spring application because Spring Green already did it before Katey could cancel their services.

March Library report for Board and City:

All board trustee members looked over and all looked good.

Director to attend Director's Roundtable in Edgewood May 19th:

Katey stated she plans to attend this. It is 9:00 AM - 12:00 PM and will be needing mileage reimbursement.

Other:**Pool Pass:**

Katey stated she talked with the assistant city manager, and was told they would not be able to offer pool passes for library patrons to check out.

Molly/Emily Tree Grant:

Katey stated that Molly and Emily noticed the library was missing a tree that was cut down, in bad shape. Stated there is grant to plant trees and football team will plant the tree you choose to pick out. Katey let them know she would have to talk with the board trustee members and city, since it is city property. Trustee members stated that would need to check with city about replanting a tree there, because not sure if you can replant on the city property side of the sidewalk, since it is damaging to the sidewalks, curb, gutters, and hazardous hanging out into the street. Jim stated Katey would need to check with city manager Denise Scheinder. Table until next month's meeting.

Director PTO approval:

Katey stated she filled out a PTO slip for May 12th for 4 hours. Hubbell made the motion to approve the PTO hours and Mast second the motion. The motion carried.

Library Foundation report from Foundation Treasurer Jim Schlueter:

Jim states there is a program tomorrow night; Thursday, 4/27/2023 at 7:00 PM at Municipal Building on 3rd Floor, for 'Why Save An Old Barn?' by Rich Tyler.

Upcoming Library programs:

- Majhogg, Thursdays at 1:00 PM, 4th, 11th, 18th, 26th
- Scrabble, Fridays at 1:00 PM, 5th, 12th, 19th, 26th
- Tuesday, May 2nd, at 6:00 PM, Book Discussion
- Thursday, May 4th at 7:00 PM, Writers Open Mic
- Saturday, April 6th, at 10:00 AM, Muffins with Mom
- Wednesday, May 17th, at 10:30 AM, Imagine the Possibilities program
- Friday, April 19th, at 10:30 AM, Toddler Time
- June 1st – 2nd, Library Foundation Book Sale

Approve library's expenditure:

Jim, Howard, Jan, Beth, and Dana / Done

Set date for next meeting:

Tuesday, May 23rd, 2023 @ 7:00 PM

Adjourn: Time:

At 8:50 PM Hubbell made the motion to adjourn the meeting and Mast second the motion. The motion carried.

Respectfully submitted by Dana Mast 4/27/2023