

The meeting of the Guttenberg Public Library Board was called to order on Wednesday, October 21st, 2020 at 6:58 pm by library board president Jim Schlueter. Trustee members attending the meeting were Dana Mast, Librarian Katie Beitzel – in person, Jan Hansel, Beth Mescher – on zoom or by speaker phone, and Virginia Saeugling from the city council. Minutes from the August 10th, 2020 were read and approved with 1 correction with wording in director's evaluation paragraph. Mast made the motion and Hansel and Mescher both second the motion. The motion was carried.

**Old / Unfinished Business:**

**Phased Reopening Plan** – Katie stated what they are doing with cleaning and hours of operation and curbside pick up is all working, so far. St. Mary's school has contacted the library about students coming over to use the library for checkouts. Katie stated that she asked them to respect the library and everyone wears a mask and only 10 students at a time are in the library. This started about 2 weeks ago and they come over before the library opens to the public and they are all being very respectful so far with wearing a mask and not touching materials unless they plan to check them out.

**New Business:**

**State Annual Report** – Katie submitted the report to the state. Jim did look it over. Stating it looked really good.

**Budget** – Leaving the budget as planned, with the 3% wage increase. Katie will have it all submitted to city by end of the week, for the December workshop meeting. Hansel making the motion to go ahead with the planned budget for 2020/2021 and Mast second the motion. The motion was carried.

**CCLA 2020 Fall Meeting** – Katie stated the meeting went well. Nothing new came out of it. Elkader Library is open by appointments only and on Saturdays is curbside pick-up only. All other libraries in the area are open, as of now.

**Correspondence** – Thank you note from Katie Beitzel, thanking the board members and staff for the beautiful gift in memory of her mother.

**Webinar** – Library staff member Nancy came across a webinar with a site for programs with ideas for crafts, snacks, activities, etc.... The program for a whole year is \$500. Jim stated the Foundation is in the process right now of voting on and approving funding for the \$500. If it would be approved the library would post these ideas and use these programs on the library's website and Facebook page.

**Foundation Report** – September's Meeting elected officers.

**Approve Bills** - Initialed and approved by board members; Jim and Dana.

**Next Meeting** - Monday, November 23rd, 2020 at 7:00 pm.

**Meeting Adjourned** – No motion was made to adjourn the meeting.

Respectfully submitted by: Dana Mast on 10/22/2020