

The meeting of the Guttenberg Public Library Board called to order on Tuesday, September 27th, 2022, at 7:00 PM, by library board member Vice President Howard Hubbel. Trustee members attending the meeting were Howard Hubbell, Jan Hansel, Beth Mescher, and Librarian Katey Simon. Minutes from the August 2022 meeting were read and approved without corrections. Mescher made the motion and Hubbel second the motion. The motion carried.

**Board training was completed.** All board members watched “Budget & Finance: Free Libraries Aren't Free” from State Library of Iowa Archives and discussion was held on this training

**Follow up on budget discrepancies between submitted and approved budget for current fiscal year -** Katey noticed on the Revenue and Expense Report that some line items were different than what was thought approved. Jim and Katey met with city manager. They were notified that the budget was decreased by \$6,300 due to actual amount received from property taxes and the city manager decreased expense line items to match the new library budget. In the future, if any budget adjustments need to be made, Jim and Katey asked the city manager to communicate this since library board has control of budget line items.

**Work on Revenue section for 23-24 fiscal year budget –** all members reviewed line items for revenue section.

**Plan hosting of Clayton County Library Association 2022 Fall meeting -** the Annual Fall Meeting for Clayton County Library Association will be on Tuesday, October 25th, 2022, at 7:00 PM. Jan and Beth will bring desserts for the meeting. Expect around 20 people to be there.

**Review “Library Cleaning Job Description” –** Revisions were made to change the specific times cleaning duties need to be completed and leaving this up to Librarian to delegate. Hansel made the motion with revisions and Mescher second the motion. The motion carried

**Library credit card-** Assistant City Manager will be approaching City Council on getting credit card for library. There will be \$1,000 limit on the credit card. The library will submit receipts to the City. The librarian will also give the receipts to the board to approve expenditures.

**Review Annual Library Report for City Council –** Katey made the Annual Library Report to give to the City Council. The report was reviewed. Hansel made the motion to approve the report. Mescher second the motion. The motion carried.

**Update on Advantage Archives and microfilm storage –** Katey found out that the state has copies of the microfilm if they are needed. The Clayton County Genealogical Society stated they would take the microfilm and there is room for it in the Elkader Library. The reader will go to the city auction. Katey will contact the city about auctioning the reader and if it can stay at the library so it is not damaged in transport.

**Auction Items –** Katey stated there are different items that she would like to bring to the city auction so the library has more room. Board members were in agreement. Katey will talk to the city about if they will transport those items to the city auction site or they will stay at the library for viewing.

**Discuss library staff ideas on uses for Tangeman Endowment fund distribution** – Board members discussed the \$3680 available from the endowment that would be available this fall. Board members and Katey discussed different options for using this money such as: bike rack with a concrete pad that will not disrupt the walkway into the library, new indoor furniture to replace chairs that are starting to rip, get better lighting on the outside of the building by the parking lot, new seating area outside near where the bike rack and concrete pad could be located. Board members discussed that if the bike rack project will cost more than is available in the endowment for this year, can the endowment money from this year be taken out and set aside for a capital campaign to complete this project. Katey will talk to the city about this option.

**Library Foundation report from Foundation Treasurer Jim Schlueter-** Jim was not present. Katey stated that the Foundation is starting the 1,000 books before Kindergarten program again.

**Upcoming Library Programs:** Went through all the programs with the board members.

New Story walk: “How I Became a Pirate”

Mahjongg, Thursdays at 1:00 PM, 6th/13th/20th/27th

Scrabble, Fridays at 1:00 PM, 7th/14th/21st/28th

Tuesday, October 4<sup>th</sup> at 6pm, Book Discussion

Thursday, October 6th at 11:00 AM, Alzheimer’s Education Program

Friday, October 7th at 10:30 AM, Toddler Time

Saturday, October 8th from 1:00-3:00 PM, Kids Pirate Party

October 24th-28th, Book Character Pumpkin Decorating Contest, drop off pumpkins 22nd-24th, winners announced 28th, pumpkin pickup 28th-31st

Monday, October 31st from 5:00-7:00 PM, Trick-or-Treat

**Approve Library’s Expenditures:**

- Howard, Jan, and Beth - all signed and okayed all the bills.

**Set Date for Next Meeting:**

- Monday, October 24, 2022, at 7:00 PM

**Adjourn:**

- At 9:07 PM, Hansel made the motion to adjourn the meeting and Mescher second the motion. The motion carried.

Respectfully submitted by Beth Mescher on 10/1/22