

## **Guttenberg Library Board Meeting**

**March 25<sup>th</sup>, 2024**

### **Guttenberg Public Library**

#### **Minutes**

#### **1) Call to order:**

The meeting of the Guttenberg Public Library Board was called to order on Monday, March 26<sup>th</sup>, 2024, at 6:58 PM, by Library Board Member President Jim Schlueter. Trustee members attending the meeting were Howard Hubbell, Jan Hansel, and Librarian Katey Simon.

#### **2) Approve minutes from February 26<sup>th</sup>, 2024, meeting:**

Minutes from the February 26<sup>th</sup> meeting were read. Hubbell made the motion to approve the minutes with no corrections. Hansel seconded the motion. The motion carried.

#### **3) Board Training: The Ten Habits of Highly Effective Library Boards (continued from previous months)**

Board Training was tabled to a later date.

#### **4) Update on Library Associate position:**

Katey hired Julie Schmidt and training started last Monday, March 18<sup>th</sup>. Training is more intense than Library Aide position due to more responsibilities.

#### **5) Library Assistant/Youth Services update:**

##### **a. Job Description- review and approve suggested changes-**

Katey is still working on this, tabled to next Board Meeting.

##### **b. Clarification on position moving from part to full-time-**

Would not go into effect until July 1<sup>st</sup>, 2024, due to following suggested hiring procedures and budget constraints.

#### **6) Clayton County Library Association Spring Meeting- Tuesday, April 16<sup>th</sup>, 7:00 PM @ Strawberry Point Public Library**

Katey will be attending and will carpool with any attending board member or other library director if possible.

#### **7) Patron counter- is not working, discussion of if necessary or possible replacement**

Katey reported that the patron counter is not working. Patron attendance numbers are needed for reporting purposes. Katey said that looking back on statistics there is quite a difference between the written tallies recorded for patron attendance and the numbers from the patron counter. The written tallies seem to be more accurate so Katey doesn't think a replacement/upgrade is necessary at this time. Jim stated to see how it goes for a couple of months.

#### **8) Tangeman Family Endowment Summary of Fund Activity:**

The fund statement beginning balance for February was \$78,588.49 and ending balance was \$80,470.20.

**9) February Library Report for Board and City:**

Report was reviewed and commented on.

**12) Upcoming Library programs:**

- Majhonn, Thursdays at 1:00 PM, 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup>
- Scrabble, Fridays at 1:00 PM, 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup>
- Tuesday, April 2<sup>nd</sup> at 6:00 PM, Book Discussion on “The Woman in the Library” by Sulari Gentill
- Thursday, April 4<sup>th</sup> at 10:30 AM, Toddler Time
- Thursday, April 4<sup>th</sup> at 7:00 PM, Writers Open Mic
- Thursday, April 18<sup>th</sup> at 10:30 AM, program w/ Imagine the Possibilities
- Friday, April 26<sup>th</sup> at 10:30 AM, Toddler Time

**13) Approve library’s expenditures:**

Board of Trustee members approved all expenditures.

**14) Set date for next meeting:**

Tentatively scheduled for Monday, April 22<sup>nd</sup>, 2024, at 7:00 PM.

**15) Adjourn:**

At 7:28 PM, Hansel made the motion to adjourn the meeting and Hubbell seconded the motion. The motion carried.

Respectfully submitted by Katey Simon on 3/27/24.