The regular meeting of the Guttenberg Library Board was called to order on Monday, October 28, 2019 at 7:00 pm, by President Jim Schlueter, trustees present Howard Hubbell, Jan Hansel, Beth Mescher, Librarian Katie Beitzel and City Council Member Virginia Sauegling. The minutes from the September 23, 2019, meeting minutes were read. Mescher made the motion to approve the minutes, with 1 correction made to the minutes; Change bill to bills and Hansel 2nd the motion. Motion carried.

**Unfinished/ Old Business**

**Strategic Plan**- 78 responses have been turned in or completed online. Katie will take the responses and create a plan to present to the board at the November meeting.

**CCLA Fall Meeting**- Katie gave a report about what happened at the meeting. Much of the meeting was spent discussing the new IAShares program from the state.

**New Business**

**Calendar**- Katie presented a list of dates that the city closes and the other dates the library had been closed in the past. It was decided to keep the dates the library was closed in the past the same.

**IAShares**- the State Library of Iowa is rolling out a new delivery service to all public libraries in the state. Katie suggested to keep the fees for Interlibrary Loans the same in case the free service is something we would eventually have to pay for and this would cause less confusion for patrons in the future.

**State Annual Survey**- This has to be submitted every year by the library. There were many reports and data points that were compiled to send into the state.

**Budget**- The 2020-2021 budget was presented by Katie. The board discussed the wage budget and Jan suggested to increase the director’s wage 4% based on performance. Hubbell made a motion and Mescher seconded to increase wages 3% for part time staff members and 4% for the director and to keep $1,000 set aside for an as needed fill in budget for vacation times.

Hubbell made a motion and Hansel seconded a motion to approve the proposal for the budget revenue and expense.

Katie will submit the budget to the city with the changes to the wage budget.

**Wish List**- The library staff submitted a wish list for library needs and it was decided it would be ok to purchase new desk chairs for the staff using the building repair and maintenance line in the budget. Katie will look at a variety of chairs and make the purchase. Jim and Howard volunteered to help put the chairs together.

**Other**- Angie Manfredi, State Library’s Youth Services librarian, was at the library in October. She was impressed with all of the things our library has for the community. She asked Nancy to speak at the Kids First Conference in April about designing on a budget.

1. Upcoming Library programs:

Thursday, October 31- 5:00 PM- 7:00 PM Trick or Treating

Thursday, October 31- Saturday, November 2- Harry Potter Escape Room

Tuesday, November 5- 6:00 PM Book Discussion

Friday, November 8- 10:30 AM- Toddler Time

Friday, November 8- 1:00 PM-3:00- Scrabble

Monday, November 11- Veteran’s Day- Library closed

Friday, November 15- 2:00-4:00 Creation Station

Saturday, November 16- 1:00-3:00 PM- Frozen Party

Tuesday, November 19- 6:30 PM- Community Movie

Friday, November 22- 2:00-4:00 PM- Family Movie

Thursday, November 28 and Friday, November 29- Library closed for Thanksgiving

1. Foundation report- Jim spoke about the October program, Sara Robinson. The turnout was ok but we were hoping for more to attend.
2. Approve bills
3. Set date for next meeting- Monday, November 23, 2019 at 7:00 PM
4. Adjourn- Mescher made the motion to adjourn the meeting for Monday, October 28, 2019 at 8:15 pm and Hubbell 2nd the motion. Motion carried.