The regular meeting of the Guttenberg Library Board was called to order on Monday, December 16th, 2019 at 6:55pm, by President Jim Schlueter, trustees present Howard Hubbell, Jan Hansel, Beth Mescher, Dana Mast, and Librarian Katie Beitzel. The minutes from the November 25th, 2019, meeting minutes were read. Hubbell made the motion to approve the minutes, with 1 correction made to the minutes; Changing spelling of Virginia’s last name and Mescher 2nd the motion. Motion carried.

**Unfinished/ Old Business:**

**Strategic Plan** – Katie received an e-mail form the state today. Katie said that they were impressed on the well detailed and laid out information she provided. It was all okay and good to go.

**Budget –** City had a workshop tonight and no questions about our proposed budget were asked or questioned. Katie stated that there has to be 2 more meetings or workshops now, before they approve the new budget for the fiscal year. Katie, Jim and Jan attended the workshop meeting tonight.

**Other -** None

**New Business:**

**Policy Review: Computer and Internet Use Policy -** Hubbell made the motion to approve Computer and Internet Use Policy, with 3 changes made by Katie in policy (1st Change –1st page, 2nd paragraph: taking out the whole paragraph and adding Parents or legal guardians of children under age of 16 must assume responsibility for their children’s usage of the internet through the library’s connection. 3rd page, 2nd paragraph: taking out the entire paragraph. Eliminating the Computer and Internet User Agreement form and Hansel 2nd the motion. Motion carried.

**Library Board Training: How Libraries Change Lives –** Watched as a group.

**Other: Wi-Fi Usage –** Katie provided board members with an average Wi-Fi usage of the libraries Wi-Fi. Most time of day the libraries Wi-Fi is being is 10am and 7pm.

**Book Talk –** What library has done throughout the year. Copies will be made and be available for patrons to read and keep.

**Letter –** Community Foundation: Asking for all board members to donate / contribute to the foundation.

**Upcoming Library programs**

Tuesday, December 17th @ 6:30 PM - Community Movie (White Christmas)

Friday, December 20th @ 2:30 PM - Family Movie Matinee (Elf)

Tuesday, December 24th - Wednesday, December 25th; Library Closed

Tuesday, December 31st Library closes @ 1:30 PM

Wednesday, January 1st; Library closed

Friday, January 3rd @ 7:00 PM - Teen Night Out

Tuesday, January 7th @ 6:00 PM - Book Discussion

Friday, January 10th @ 10:30 AM - Toddler Time

Friday, January 10th @ 1:00 PM - Scrabble

Friday, January 17th @ 7:00 PM - Adult Trivia

Monday, January 20th; Library Closed for Martin Luther King Day

Tuesday, January 21st @ 6:30 PM - Community Movie Night

**Foundation Report –** Program in the works for April, June and August.

**Approve bills -** Approved

**Set date for next meeting -** Monday, January 27, 2020 @ 7:00 PM

**Adjourn -** Mast made the motion to adjourn the meeting for Monday, December 16th, 2019 at 7:45pm and Hubbell 2nd the motion. Motion carried.

Respectfully submitted by Dana Mast on 12/16/2019