The regular meeting of the Guttenberg Public Library Board was called to order on Wednesday, June 24, 2020 at 1:00 PM by library board president, Jim Schlueter. Trustee members attending the meeting were Howard Hubbell, Dana Mast, Jan Hansel, and librarian Katie Beitzel. Minutes from the May 26th, 2020 were read and approved with 2 corrections. Hubbell made the motion and Hansel seconded the motion. The motion was carried.

**Old/Unfinished Business:**

**Library Reopening**

**Phased Plan –** Katie stated that phase 3 of library reopening phases is going well. They have had 160 people in the library since it reopened on June 8, 2020. Katie stated that the library is not ready for phase 4 yet. Mast made the motion to approve all 5 Guttenberg Public Library Phased Reopening Plan with the last added statement *‘The library director and the library board president will continue to monitor the ongoing situation. If the situation warrants moving up or down a phase the director and the board president or another board member should the president be unavailable will make the decision on which phase to enter based on current information from federal, state, and local governments and health departments.’* Hubbell second the motion. The motion was carried.

**Accreditation –** Katie stated back in February she applied for the library’s accreditation and she just received an e-mail the other day, stating the library passed and library is rated a tier 3.

**Summer Learning Challenge Update –** Katie stated the Summer Learning Challenge has 58 signed up. Katie and the staff are pleased with the turn out and will probably continue with this Summer Learning Challenge next year.

**New Business**:

**Library Associate position –** Katie will post the Library Associate position on various sites and places. Posting for 20 -25 hours week and pay will be determined on the applicant’s qualifications. Katie will be interviewing all the people that apply and board members will approve the person at the monthly meeting. Hansel made the motion to approve the ad to post the Library Associate position and Mast second the motion. Motion was carried.

Board looked over the Library Associate job; education requirements, additional requirements, skills, duties, additional helpful information – the nature of the library associate work – work environment and physical demands. Board discuss and agreed Physical Work Conditions, needs to be revised. Taking out *standing, walking, climbing, crawling, crouching* and adding *‘may be required to lift (up to 25 pounds).’* Taking out *Required close vision, distance vision, color vision, peripheral vision. Depth perception, and.* Mast made the motion to made the necessary changes to this last paragraph to the Library Associate job; education requirements, additional requirements, skills, duties, additional helpful information – the nature of the library associate work – work environment and physical demands and Hubbell second the motion. Motion was carried.

**Library Director Contract-Auto Renewal on 7/1/2020 –** Katie let the board know she has been here a year and half already. Katie will come up with a form and submit by e-mail to all board members to fill out about Katie and her job duties and performance and board will meet without Katie after a board meeting.

**Library Director Salary –** Katie stated with Kris retiring, the library will have room to work in the wage budget. Katie the library director would still be salaried at 40 hours a week at $17.10 per hour ($35,568.00). Nancy the library assistant at 28 hours a week at $13.72 ($19,975.74) or 30 hours a week at $13.72 ($21,403.20). Library associate could range from 20 hours a week to 25 hours a week at $9.50 to $12.00 per hour ($9,880.00 to $15,600.00). Katie will continue to watch the budget. She will present to the board the number of hours and what wage the new library associate will be after completing interviews and if she thinks the library assistant should have an increase in hours.

Jim got an e-mail from Assistant City Manager Jamie Blume stating the following: ‘*DOL Final Rule Changing Salary Threshold for Exempt White-Collar Employees to take effect January 1, 2020. On, September 24, 2019 the U.S. Department of Labor (DOL) issued a final rule changing the minimum salary that white-collar employees must be paid to qualify as exempt from the overtime requirements under Fair Labor Standards Act (FLSA). The final rule takes effect on January 1, 2020 and raises the current minimum salary level for exempt employees from $455 per week or $23,660 annually, to $684 per week or $35,568 annually.*’ The board stated that they wanted to keep the director position salaried.

**Emergency Closing Procedure –** Katie came up with an Emergency Closing Policy for future emergencies. Board has discussed and agreed to go ahead with the plan. Mast made the motion to approve the Emergency Closing Procedure Policy with 1 correction and Hansel second the motion. Motion was carried.

**CD –** People’s Bank for 18 months at 0.6% interest rates. Community Savings Bank for 18 months at 0.76% interest rates and 2 years at 0.92% interest rates. Fidelity Bank for 18 months at 0.40% interest rates and 24 months at 0.75% interest rates. Board has discussed and agreed to move the CD of $75,000 to Fidelity Bank for 24 months at 0.75% interest rates. Hansel made the motion to approve to move the CD of $75,000 from People’s Bank to Fidelity Bank for 24 months at 0.75% interest rate and Mast second the motion. Motion was carried.

**Wage Letter –** Katie stated every year she has to type up a letter, stating every staff member at the library’s name, position, wages and vacation hours. Then Jim, the president of the board, signs and submits that to the city office.

**Other –** Meeting room rental has lost the library some money, due to the Covid-19 and closer of the library. There have been no regular Bridge group meetings or Medical Associates Medicare meetings since the closure.

**Foundation Report**: Foundation has not had a meeting yet. Foundation has been taking book donations and Jim continues to meet with people and take the book donations.

**Approve Bills:** Approved by Jim, Howard, Jan and Dana

**Next Meeting:** Monday, July 27th, 2020 @ 7pm (back to regular meeting times. Moving meeting to Monday’s or Wednesday’s depends on the holiday that land on a Monday).

**Meeting adjourned:** At 2:10pm. Howard made the motion to adjourn the meeting and Hansel made the second. Motion was carried.

Respectfully submitted by: Dana Mast on 6/24/2020