

Guttenberg Library Board Meeting

September 22nd, 2025 – 6:00 PM

Guttenberg Public Library Minutes

*****DRAFT*****

1) Call to order:

The meeting of the Guttenberg Public Library Board was called to order on Monday, 9/22/2025 at 5:58 PM, by Library Board Member President Mescher. The trustee members attending the meeting were Hausler, Larson, Thompson, Mast, and Librarian Katey Simon.

2) Approve minutes from August 27th, 2025, meeting:

Minutes from the 8/27/2025 board meeting were read. Hausler made the motion to approve the minutes with no corrections. Mast seconded the motion. The motion carried.

3) Policy reviews for Safe Child, Wireless Internet Access, and Handicapped Access:

a) Safe Child Policy

The board members reviewed the policy. Mast made the motion to discontinue the Safe Child Policy. Thompson seconded the motion. The motion carried.

Larson made the motion to adopt the Guttenberg Public Library – Unattended Children and Vulnerable Adults Policy. Mescher seconded the motion. The motion carried.

b) Wireless Internet Access Policy

The board members reviewed and revised the policy. Mast made the motion to approve the revised Guttenberg Public Library – Wireless Internet Access Policy. Thompson seconded the motion. The motion carried.

c) Handicapped Access Policy

The board members reviewed and discussed the policy. Mescher made the motion to remove the Guttenberg Public Library – Handicap Access Policy. Mast seconded the motion. The motion carried.

4) Strategic Plan survey update:

Katey stated that Larson, Thompson, and herself met and went over questions and created the survey. There will be paper copies for patrons to fill out, a QR code to scan to complete the online survey, and a link available to access it as well. Deadline for completing the survey will be October 31st, 2025. Advertising this survey will have been provided here at the library with QR code signs in the window by front door, electronic sign, local newspaper, local TV channel, etc.

5) Director evaluation:

Hausler and Mescher met and went over the evaluations forms and then met with Katey to discuss. Produced goals for the upcoming year for Katey.

6) Library closures for 2026:

The board members reviewed and discussed library closures for the 2026 calendar year. Thompson made the motion to approve the proposed closure dates for 2026 for the Guttenberg Public Library. Hausler seconded the motion. The motion carried.

7) RAGBRAI funds received:

Guttenberg Public Library was awarded donations from RAGBRAI. The amounts were \$1,500.00 (\$1,000 on behalf of the John Finch family and \$500 on behalf of the Charles & Joanne Finch family) to be used towards children's programs and \$1,000.00 for general library services. Will produce ideas and bring back to another meeting.

8) Director time off approval & approval to shift holiday hours for Veteran's Day:

Katey requested to move her Veteran's Day holiday hours from November 11 to November 10 since there is a program planned for November 11. The board members discussed and okayed for Katey to switch hours to work when library is not open, to be present for the Veteran's Day program. Katey requested to have a vacation day for 8 hours on October 17th. Mast made the motion to approve Katey's vacation day on October 17th for 8 hours. Thompson seconded the motion. The motion carried.

9) Tangeman Endowment report:

This agenda item is to review the August Tangeman Endowment. Starting balance \$82,302.97 and ending balance \$85,050.76.

10) Library Foundation update:

This agenda item is to give a Library Foundation update. Annual meeting was September 8, 2025. Officers stayed the same for the next upcoming year. Next meeting will be Monday, October 13th, at 6:30 PM. Program scheduled: Chad Lewis: Bizarre History of Iowa, on Thursday, October 16, 2025 at the Guttenberg Municipal Building, sponsored by the Library Foundation.

11) Others/:

Katey read an email from the city manager explaining how the donations/ amendment process works.

Guttenberg Public Library had to close early last Friday and Saturday, because of unforeseen circumstances.

Incident Report was made out today (9/22/2025) with a patron, which involved law enforcement to be involved.

Fall Annual Library Meeting is at 7:00 PM on October 21st, 2025, at the Elkader Public Library. Katey is wondering if anyone is willing to attend with her. Hausler and Larson stated they would be available to attend.

12) August Library Report for Board and City:

This agenda item is to review the August Library Report.

13) Upcoming Library programs:

Reviewing upcoming library programs.

14) Approve library expenditure:

Approve library bills.

15) Set the date for the next meeting:

Monday, October 27th, 2025, at 6:00 PM.

16) Adjourn:

At 7:10 PM, Mast made the motion to adjourn the meeting and Larson seconded the motion. The motion carried.

Respectfully submitted by Dana Mast on 9/23/2025.