

The meeting of the Guttenberg Public Library Board was called to order on Monday, November 27th, 2023, at 7:03 PM, by Library Board Member President Jim Schlueter. Trustee members attending the meeting were Howard Hubbell, Jan Hansel (via Zoom), Beth Mescher (via Zoom) and Librarian Katey Simon. Minutes from the October 23rd meeting were read. Hubbell made the motion to approve the minutes with no corrections. Hansel seconded the motion. The motion carried.

**Training with Jamie Blume on future tax changes and impact on budget:**

Due to tax changes, the state will no longer backfill the property taxes to the city. Property taxes support 44.4% of the general fund (including library, police, parks and rec, fire department, etc.), there could be a significant decline to the general fund from the state and county. There will be no finalization until after March 1<sup>st</sup> from the county to send out to country residents.

**Discussion on employee position changes:**

Katey discussed with current staff on position of Library Aide. Current staff discussed different scenarios and agreed that a full-time Library Assistant/Youth Services would be the most beneficial if changing hours. At this time, there will not be a re-hiring for the Library Aide position. At this time, we will have to wait and see how the budget is approved from the city.

**Present FY 2023 Annual Survey:**

Annual survey is finished when comparing 2022 to 2023. The state takes this information and compiles it and shares it for Iowa Library Statistics to compare libraries across Iowa. These results are found on the state library website.

**September library reports for Board and City:**

All the Board Trustee members looked it over and all stated that it looked good with interesting information.

**Library holiday closing dates:**

- Monday, December 25th & Tuesday, December 26th, Christmas
- Saturday, December 30th & Monday, January 1st, New Year's Eve

**Other needs to know:**

Budget workshop on Wednesday, Nov 29<sup>th</sup> at City Hall at 5pm.

**Library Foundation report from Foundation Treasurer Jim Schlueter:**

Another program scheduled in April 2024 by the Foundation. The program will be about the Titanic.

**Director Vacation Approval:**

Katey is asking for approval to take a vacation day on Friday, December 29<sup>th</sup> for 8 hours. Hubbell made the motion to approve the vacation day. Mescher seconded the motion. The motion carried.

**Upcoming Library programs:**

- Majhogg, Thursdays at 1:00 PM, 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup>
- Scrabble, Fridays at 1:00 PM, 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup>
- Tuesday, December 5<sup>th</sup> at 6:00 PM, Book Discussion
- Thursday, December 7<sup>th</sup> at 7:00 PM, Writers Open Mic

- Wednesday, December 13<sup>th</sup> at 10:30 AM, Imagine the Possibilities
- Friday, December 16<sup>th</sup> at 10:30 AM, Toddler Time
- Saturday, December 16<sup>th</sup> from 10:30 AM – 12:30 PM Christmas Open House with warm soup and hot cocoa bar and Storytime and craft with Peppermint Penny the Elf from 10:30 AM – 11:30 AM.

**Approve library's expenditures:**

Board of Trustee members approved all expenditures.

**Set date for next meeting:**

Wednesday December 27<sup>th</sup>, at 7:00 PM.

**Adjourn:**

At 8:19 PM Hansel made the motion to adjourn the meeting and Mescher seconded the motion. The motion carried.

**Respectfully submitted** by Beth Mescher on November 28<sup>th</sup>, 2023