

Guttenberg Library Board Meeting
March 23, 2026 – 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, March 23, 2026, at 6:04 PM, by Library Board Member President Tom Hausler. The trustee members attending the meeting were Gail Larson and Lisa Finch. Also present was Librarian Katey Simon.

2) Approve minutes February 24, 2026 meeting

Minutes from the 2/24/26 meeting were read. Larson made the motion to approve the minutes and Finch seconded the motion. The motion carried.

3) Policy review

a. Computer and Internet Use

This policy was reviewed and no changes were made.

4) Strategic Plan update

The proposed 2026-2030 Strategic Plan was reviewed. Finch made the motion to approve the 2026-2030 Strategic Plan and Larson seconded. The motion carried.

5) Library Associate position update

Simon informed the Board she hired Kassie Patzner and training would begin the following Monday.

6) Library budget amendments

Simon proposed the following budget amendments to the Board. She explained the total for these amounts comes to \$5,960. This will bring the year-to-date revenue from \$29,376.68 to \$23,416.68. Anticipated revenue for the current fiscal year is \$33,100, so there would still be \$9,683.32 left to meet in anticipated revenue. Simon said there is still the second payment from Clayton County coming, which is expected to be around \$12,141, and the anticipated revenue for this fiscal year should be met. Larson made the motion to approve the proposed budget amendments and Finch seconded. Motion carried.

1. Tangeman Endowment distribution: move \$3,960 from Private Contributions line into money market account.

2. RAGBRAI contributions from Finch's:

a. \$500 from Private Contributions line into money market to be used for a fall program

b. \$500 from Private Contributions line into Library Materials line to help pay for materials for new STEAM kits.

c. \$500 from Private Contributions line to Contractual Services line to pay for a summer reading program.

3. Guttenberg Industries donation: move \$500 from Private Contributions line into Contractual Services to pay for a summer reading program.

7) Library's 90th anniversary

The library's 90th anniversary will be this July. Discussion was held on different ways this could be recognized and celebrated.

8) Director training opportunities

a. Roundtable Discussion

Simon requested to attend the Director's Roundtable on Tuesday, May 5th, from 9:30-12:30 at the Manchester Public Library. Finch made the motion for Simon to attend the Director's Roundtable and approve mileage and meal expenses and Larson seconded. Motion carried

b. Iowa Library Association Leadership Institute

Simon requested to apply for the Iowa Library Association Leadership Institute on August 4-6, 2026, in Ankeny. Finch made the motion to approve Simon applying for the Iowa Library Association Leadership Institute and Larson seconded. Motion carried.

9) Director time off approval

Simon submitted no time off requests.

10) Norma Jean Warner Trust gift

Simon reported the library received a \$941.69 gift donation from the Norma Jean Warner Trust. Discussion was held on what to do with the gift. Larson made the motion to put the \$941.69 gift donation into the money market. Finch seconded. Motion carried.

11) Tangeman Endowment report & payout distribution

The Tangeman Endowment report was reviewed. The beginning balance was \$91,206.51 and ending balance was \$93,772.32. Simon reported that this year's payout distribution amount is \$4,110 and can be accessed by requesting a grant. Discussion was held on what to do with this. Larson made the motion to request a grant and put the \$4,110 in the money market and Finch seconded. Motion carried.

12) Library Foundation update

Simon gave an update on the Library Foundation activities which included purchasing items for the dramatic play area, hosting a program in April, their annual book sale, sponsoring a summer reading program, and future programming.

13) February Library Report for Board and City

Simon provided the February Library Report for review.

14) Upcoming Library events:

Simon provided a list of upcoming library programs that was made available for the Board to review. She also informed the Board on a change of date for one of the programs.

15) Approve library's expenditures

The Board reviewed and approved the month's expenditures.

16) Set date for next meeting

The next meeting is scheduled for April 28th at 5:00 PM.

17) Adjourn

Larson made the motion to adjourn the meeting at 7:26 PM and Finch seconded the motion. The motion carried.