Guttenberg Library Board Meeting
August 25, 2026 – 5:00 PM
Guttenberg Public Library
Minutes

1) Call to order
The meeting of the Guttenberg Library Board was called to order on August 25, 2026, at 5:00pm by Library Board Member President Tom Hausler. The trustee members attending were Lisa Finch, Robin Bauer, Sue Reindl, Tom Hausler and Library Director Katey Simon.

2) Approve minutes from July 28, 2026 meeting
Minutes from the 7/28/26 meeting were read. Bauer made the motion to approve the minutes and Reindl seconded the motion. The motion carried.

3) Library Board training
The Board discussed the two training videos from the State Library of Iowa that had been assigned to watch before the meeting. It was agreed that the Board would continue training in this way.

4) Policy review
   a. The Proctoring Policy was reviewed and no action was taken.
   b. The Collection Development/Material Selection Policy was reviewed and approved with changes as written. The motion to approve was made by Reindl and seconded by Finch. The motion carried.
   c. The Request for Reconsideration of Library Resources form was reviewed an approved with changes as written. The motion to approve was made by Reindl and seconded by Bauer.

5) Director Evaluation
The procedure for evaluating the director was explained and Bauer volunteered to serve with Hausler, the Board president, in this function.

6) Gutenberg Bible facsimile appraisal
Simon presented the engagement letter from Jon Thompson Appraisals which outlined the procedure and cost of the appraisal. Bauer moved to approve the expenditure and Reindl seconded the motion. The motion carried.

7) Electric Leaf Blower
Simon mentioned the possible need for an electric leaf blower and will discuss the idea with the staff.

8) Iowa Library Association Leadership Institute
Simon shared her experience at the ILA Leadership Institute.

9) County and Library Profile Reports
Simon presented the Clayton County Libraries Profile and the Guttenberg Library Special Profile reports for the board to read through. These were created by Garry Rowland, former State Library of Iowa employee, using data collected from the FY25 Public Library Annual Survey & Chat GPT Pro.

10) Director Time Off Approval

Simon requested 26 hours of vacation time to use before it expires. No specific dates were requested due to schedule not finished. Bauer made the motion to approve the request and Finch seconded it. The motion carried.

11) Tangeman Endowment Report
Simon provided an update regarding the Tangeman Endowment. The balance as of July 1, 2026 was $92,887.18, and the balance as of July 31, 2026 was $92,846.47.

12) Library Foundation Update
The foundations meeting is set for September 14, 2026 and two members are resigning.

13) July Library Library Report for Board and City
Simon provided the July library report for review.

14) Upcoming Library Events
Simon provided a list of upcoming library events for review.

15) Approve Library Expenditures
The board reviewed and approved the library's expenditures.

16) Set Date for Next Meeting
The next meeting is scheduled for Tuesday, September 29, 2026 at 5:00 pm.

17) Adjourn
The meeting was adjourned at 6:32 pm. The motion to adjourn was made by Finch and seconded by Bauer. The motion carried.