

Guttenberg Library Board Meeting  
January 27, 2025 – 5:00 PM  
Guttenberg Public Library  
Minutes

1) Call to Order

The meeting of the Guttenberg Library Board was called to order on Tuesday, January 27, 2026, at 5:07 pm, by Library Board Member President Tom Hausler. The trustee members attending the meeting were Terri Thompson, Gail Larson, Tom Hausler, Lisa Finch, Robin Bauer, and Librarian Katey Simon.

2) Approve Minutes from December 22, 2025, meeting

Minutes from the 12/22/2025 meeting were read. Bauer made the motion to approve the minutes, and Finch seconded the motion. The motion carried.

3) Board training on weeding materials (collection maintenance)

Simon trained the board on the weeding of materials (collection maintenance).

4) Policy Review

a) Library Personnel Policy

- i) Simon reviewed proposed changes to the library personnel policy. Larson made the motion to approve proposed changes to the library personnel policy, and Bauer seconded the motion. The motion carried.

b) Interlibrary Loan Policy

- i) Simon reviewed the Interlibrary Loan Policy with the board. No motion was needed.

c) Weeding Policy

- i) Simon reviewed the Weeding Policy with the board. No motion was needed.

5) Strategic Plan Update

- a) Simon provided an update regarding the strategic plan. No motion was needed.

6) Library Associate Position

a) Job Description

- i) Simon proposed an updated job description for the Library Associate Position. Thompson made the motion to approve the proposed changes to the Library Associate Position description, and Finch seconded the motion. The motion carried.

b) Benefits

i) Vacation

- 1) Simon reviewed with the board vacation time for the Library Associate Position. Hausler made the motion not to provide

vacation time to the Library Associate Position, and Thompson seconded the motion. The motion carried. Roll Call: Thompson, Hausler, and Finch, Yes; Larson and Bauer, No.

ii) Holiday Pay

1) Simon reviewed with the board Holiday Pay for the Library Associate Position. Larson made the motion to provide holiday pay if the holiday falls on a regularly scheduled workday to the Library Associate Position, and Bauer seconded the motion. The motion carried. Roll Call: Larson, Bauer, Hausler, and Finch, Yes; Thompson, No.

iii) Starting Wage

1) Simon proposed the starting wage of \$13.00 an hour for the Library Associate Position. Bauer made the motion to approve the starting wage of \$13.00 per hour for the Library Associate Position, and Finch seconded the motion. The motion carried.

7) Direct Time Off Approval

Simon had no time to approve at this meeting.

8) Tangeman Endowment report

Simon provided an update regarding the Tangemen Endowment. The beginning balance was 87,881.38 dollars, and the current balance is 88,188.03 dollars.

9) December Library Report for Board and City

Simon provided the December Library Report for review.

10) Upcoming Library programs

Simon provided a list of upcoming programs that was made available for the board to review.

11) Approve the library's expenditures

The board reviewed and approved the month's expenditures.

12) Set date for next meeting

Next meeting is scheduled for Tuesday, February 24th, at 5:00 pm.

13) Adjourn

The meeting was adjourned at 7:24 pm.