

Guttenberg Library Board Meeting

April 28, 2025 – 6:00 PM

Guttenberg Public Library

Minutes *DRAFT*****

1) Call to order:

The meeting of Guttenberg Public Library Board was called to order on Monday, April 28th, 2025 @ 5:59pm, by Library Board Interim President Beth Mescher. The trustee members attending the meeting were Tom Hausler, Dana Mast, Gail Larson, Jan Hansel, and Librarian Katey Simon.

2) Approved minutes from March 25th, 2025, meeting:

Minutes from March 25th, 2025, the meeting were read. Mast made the motion to approve the minutes without corrections. Hansel seconded the motion. The motion carried.

3) Board member candidate job description and application:

The job description and application were reviewed. Mast made the motion to approve the candidate job description and applications for Board of Trustees. Hausler seconded the motion. The motion carried.

4) Board Personnel Committee:

The role of the Board Personnel Committee was reviewed. Hansel seconded the motion. The motion carried.

Discussion was held on who will serve on it. Tom Hausler and Beth Mescher both stated they will serve on the Board Personnel Committee, with a term of 2 years. Mast made a motion to approve Tom and Beth to serve on the Board Personnel Committee for a 2-year term. Larson seconded the motion. The motion carried.

5) State Library of Iowa funding cut:

Information was given and discussion was held on the federal funding cuts made last month to the State Library of Iowa and how it could impact the programs and resources they provide.

6) FY26 library employee wages and vacations hours:

Discussion was held on wage increase. Hansel made the motion to approve a 4% wage increase for the FY26. Mescher seconded the motion. The motion carried.

6) Technology/ IT purchases:

One of the circulation computers uses Windows 10 and does not meet the requirements to upgrade to Windows 11. Support for Windows 10 ends October 2025. Quote from Mark Payne w/Solutions by Mark. The price is about the same as what we paid two years ago when new computers were purchased. Mescher made the motion to purchase the HP Pro SFF PC – Windows 11 Pro 16GB RAM, 51GB SSD Intel

Chipset with 24" HD LCD Monitor with Microsoft Office 2021 ProPlus – permanent license with delivery, setup, and activation, etc..... for \$1,114.97. Mast seconded the motion. The motion carried.

Also discussed were quotes for both a one- and three-year Meraki firewall security and support license. The current license expires 7/02/2025. These will come out of the "Other Capital Equipment" line item. Larson made the motion to purchase Meraki MX64W Advanced Security and Support License for 3 years for \$911.00. Mast seconded the motion. The motion carried.

7) Insurance of Guttenberg Bible:

The city accepted the Gutenberg Bibles as a gift from Charles Millham. Both the letter from Charles and the gift receipt available for the Board to review.

8) New email server:

We are now using Rackspace for our email server, and it is working well.

9) Director overtime/ vacation:

Director requested to use, if needed, up to 8 hours of vacation for Thursday, May 22. How much vacation Katey will need depends on the schedule for that week. Mescher made the motion to approve vacation hours. Hansel seconded the motion. The motion carried.

10) RAGBRAI:

Discussion was held of offering the use of the meeting room for riders to stay overnight. Hansel made the motion to approve using the meeting room and entry way for overnight use for RAGBRAI riders. Hausler seconded the motion. The motion carried.

11) Permission to attend Director Roundtable:

Katey would like to attend the Director Roundtable on Friday, May 23rd, at the Arlington Public Library. The cost would include mileage reimbursement of ~ \$40.60 and meal reimbursement of up to \$20. Mast made the motion for Katey to attend and get reimbursement for mileage and a meal. Hansel seconded the motion. The motion carried.

12) Clayton County Library Association 2025 Annual Spring meeting update:

Jan and Katey attended this meeting at the Edgewood Library. Katey let the board members know what was discussed at this meeting.

13) Guttenberg Library Foundation April meeting update:

Donation for \$1,000.00 from Charles Millman was made. A program was put by author Timothy Grover on 4/26/2025. The book and bake sale will be May 29th and May 30th. The Foundation will pay Canva Pro for \$120.00. Will sponsor ice cream machine at a summer reading program.

14) Tangeman Endowment report and distribution for March.

Started with a balance of \$82,962.97 and ending with a balance of \$80,980.53. Available \$3,960.00. Will pull out next fiscal year and put in money market.

15) March Library Report for Board and City:

The March Library Report was reviewed.

16) Upcoming Library programs:

Reviewed upcoming library programs.

17) Approve library expenditure.

The Board of Trustee members initialed and approved all expenditures for the month.

18) Set date for the next meeting:

Tuesday, May 27th, 2025, at 1:00pm.

19) Adjourn:

Mescher made the motion to adjourn the meeting at 7:24pm. Larson seconded the motion. The motion carried.

Respectfully submitted by Dana Mast on 4/28/2025