

Guttenberg Library Board Meeting

August 27, 2025 – 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 Wednesday, 8/27/25 at 5:58 PM, by Library Board Member President Mescher. The trustee members attending the meeting were Hausler, Larson, and Mast, and Librarian Katey Simon.

2) Approve minutes from July 29th, 2025, meeting:

Minutes from the 7/29/2025 board meeting were read. Hausler made the motion to approve the minutes with corrections. Mast seconded the motion. The motion carried.

3) Strategic Plan:

Discussed moving forward with our strategic plan process. Katey stated if library board members watch the video she sent “From Planning to Impact: Strategic Planning Essentials for Library Boards”, it can go towards board of trustees training hours for the year. Katey and board members discussed getting questions and surveys out to the community members. Katey wants help with creating the questions, getting surveys out in diverse ways, and collecting data. Larson and Hausler both stated they would be willing to assist in any way. Katey will also ask Thompson; she did state before she would be willing to help too.

4) Storage considerations at library:

Discussed storage options at the library including adding shelving and cupboards. One of the librarian staff stated that the library has places, just might need to build or add some cabinets and/ or shelving. Hausler stated he would be willing to meet with Katey and produce a plan.

5) Community Savings Bank amendment update:

Katey stated she misunderstood what the the city manager Jamie stated in an email. The current budget can’t be amended from funds received the previous fiscal year. Jamie explained that when submitting amendments for this fiscal year, we just note the funds were received the previous fiscal year. Board members would like clarification from Jamie that this is what we need and should be doing with the donation.

6) Monday morning programming:

Katey stated extra programming has been planned for some Monday mornings and evenings since the school district is going to a 4-day school week. Iowa State University Extension Office might be a part of this.

7) Consider opening on Veteran's Day:

Discussed holding a program on November 11th even though the library is closed. Katey stated she would like to have Mike Whittlesey the author and photographer behind "The Cedar Valley Honor Flight Story: A Photographic Journey." The board agreed this would be a great idea. Might have this held at the Guttenberg Municipal Building for more space for people attending this program. Hausler inquired about getting fliers made up for this and posting them around to local Eagles Clubs, Legion Clubs, VFW Clubs, etc.

8) Approval for director to attend 2025 Iowa Library Association Conference & October Learning Circuit:

Katey proposed she would like to attend 1 conference and 1 program. 2025 Iowa Library Association Conference in Sioux City Iowa for 2 days from October 1st to October 3rd. The proposed cost of conference registration, hotel stay, mileage there and back, parking, and meals is about \$1,112.03. Larson made the motion to approve Katey to attend, 2025 Iowa Library Association Conference and the proposed cost. Mast seconded the motion. The motion carried. Then Katey proposed she would like to attend the October Learning Circuit program on October 23rd for a proposed cost of \$118.00. Mast made the motion to approve Katey to attend the October Learning Circuit program and the proposed cost. Larson seconded the motion. The motion carried.

9) Director's evaluation:

This agenda item is to discuss the process for the director's evaluation. Katey would like Mescher and Hausler to set a date to meet to review evaluations and talk them over with Katey. Katey would like a separate set of questions and process for her staff to fill rather than the numbering system. Mescher stated that the board members and staff need to have evaluations back to the library no later than September 11th, 2025 so Mescher and Hausler have time to review and discuss and then meet with Katey before next library meeting.

10) Director time off approval- PTO & vacation:

Katey requested approval to use 13 hours of PTO between August 4th and 5th. Mast made the motion to approve and Larson seconded the motion. The motion carried. Katey stated she would like to use 8 hours of vacation on September 19th, 2025. Mescher made the motion to approve Katey's vacation hours. Mast seconded the motion. The motion carried.

11) Tangeman Endowment report:

Katey reviewed the July 2025 statement with the board. Beginning balance was \$85,792.31 and ending balance is \$82,302.97.

12) Library Foundation update:

Katey let the board know the next meeting is September 8th, 2025, at 6:30 PM and will be their annual meeting.

13) July Library Report for Board and City:

The Board reviewed the 2025 July Library Report.

14) Upcoming Library programs:

Reviewed upcoming library programs.

15) Information:

Katey let the board members know that Hausler, Larson, and herself attended the Open Meeting Records Training on Tuesday evening. Katey gave a little update on the meeting training.

16) Approved library expenditure:

Approve library bills.

17) Set the date for the next meeting:

Monday, September 22nd, 2025, at 6:00 PM.

18) Adjourn:

At 7:10 PM, Mast made the motion to adjourn the meeting and Larson seconded the motion. The motion carried.

Respectfully submitted by Dana Mast on 8/28/2025.