

Guttenberg Library Board Meeting

March 25, 2025 – 5:30 PM

Guttenberg Public Library

Minutes *DRAFT*****

1) Call to order:

The meeting of the Guttenberg Public Library Board was called to order on Tuesday, March 25th, 2025, at 5:30 PM, by Library Board Member Beth Mescher. The trustee members attending the meeting were Beth Mescher, Jan Hansel, Tom Hausler, Gail Larson and Librarian Katey Simon.

2) Approve minutes from February 24th, 2025 meeting:

Minutes from the February 24th, 2025 meeting were read. Hansel made the motion to approve the minutes without corrections. Larson seconded the motion. The motion carried.

3.) Board officer appointments for interim period:

Approval for new interim positions through June 2025 were discussed by board members. Beth Mescher was appointed for President. Tom Hausler appointed for Vice President. Mescher made the motion to approve newly appointed interim positions through June 2025. Larson seconded the motion. The motion carried.

4) Board candidate process for future candidates:

Discussed future process. Discussed to start free advertising now for Jan's future resignation. Job description and application will be reviewed next board meeting.

5) Board Personnel Committee:

Discussed role of Personnel Committee and to have it include library director's annual evaluation, support direction with personnel issues, and handle grievances against library director. Katey will write up the roles of the Personnel Committee and review and discuss next meeting.

6) 2025 Library closures & scheduling:

Boards discussed current library closures for the 2025 year for holidays and non-holidays. Discussed other libraries in Iowa on their dates that are open and closed. Discussed adding July 5th and November 29th as additional closures for 2025. Hansel made the motion to approve these two additional closed dates. Mescher seconded the motion. The motion carried.

7) Approve part-time employee holiday hours/pay:

Discussed holiday pay and hours for part time employees. Larson made the motion to do 5 hours for full day and 2.5 hours for a half day for current part time employee. Hansel seconded the motion. The motion carried.

8) Discuss and approve budget amendments for this fiscal year:

Two amendments will be made. This includes the Tangeman Endowment distribution of \$3,850. This will be amended from the "Private Contributions" and put into a money market account. The second amendment is from Guttenberg Industries for a \$500 donation. This will be amended from the Private Contributions line items on into the Other Contractual service line item. Hansel made the motion to approve amendments to the budget. Larson seconded the motion. The motion carried.

9) State Library email service discontinuing:

State Library of Iowa will be ending use of their email server as of May 1st, 2025. Library email addresses will be switched to Rackspace which is what city uses. Katey is working with Victor from Reliable Technology to switch these over.

10) Insurance on Gutenberg Bible:

Discussed the future of the Gutenberg Bible. Chuck Millham has loaned the Bible to the library indefinitely. Currently, it is only insured under the general city policy. In the past the library has paid the premium for additional coverage. A motion was made to approve the insurance quote for \$75 by Hansel. Hausler seconded the motion. The motion carried.

11) Project on preserving local history section:

Katey is working with volunteer Laura Elsinger to help with preserving the local history section. This will also include applying for grants.

12) Director approval for overtime/vacation & to work offsite:

Katey applied for 8 hours of vacation, to use if necessary, on Thursday, April 24th, 2025. Hausler made the motion to approve 8 hours of vacation. Mescher seconded the motion. The motion carried. Katey asked to work off-site on April 24th, 2025 to attend a zoom meeting in an insured public place. Hansel made the motion to approve work off-site. Larson seconded the motion. The motion carried.

13) Update on legislation affecting libraries:

Discussion on bills affecting libraries.

14) RAGBRAI and the library:

Discussion started on staffing and what library can do during it. Further information to occur at future meetings.

15) Clayton County Library Association Annual Spring Meeting

Will be held on April 15th at 7pm at Edgewood library. Jan will attend with Katey.

16) Tangeman Family Endowment:

The 2025 distribution amount is \$3960. The fund statement beginning balance for February is \$83,342.73 and the ending balance is \$82,962.97.

17) February Library Report for Board and City:

Report was reviewed and commented on.

18) Guttenberg Library Foundation report from Director:

The Foundation will be purchasing a smart tv for the meeting room. Three programs are scheduled for 2025. April 24th with Timothy Grover, the Dinosaur Dimensions summer reading program, and one in October. The book and bake sale is also scheduled for May 29th & 30th.

19) Upcoming Library programs:

- StoryWalk® book: "Dragons Love Tacos" by Adam Rubin
- Majhongg, Thursdays @ 1:00 PM: 3rd, 10th, 17th, 24th
- Adult Game Afternoon, Fridays @ 1:00 PM: 4th, 11th, 18th, 25th
- Book Discussion: Tuesday, April 1st @ 6:00 PM
- Tweens-day after school program: Wednesday, April 2nd @ 2:30 PM
- Writers Open Mic: Thursday, April 3rd @ 7:00 PM

- Online Lecture: Doris Kearns Goodwin on Leadership in Turbulent Times: Wednesday, April 9th @ 2:30
- Bluey Storytime: Saturday, April 12th @ 10:30
- Guttenberg Library Foundation Meeting: Monday, April 14th @ 6:30
- Tweens-day after school program: Wednesday, April 16th @ 2:30 PM
- Program w/Imagine the Possibilities: Thursday, April 17th @ 10:30 AM
- Toddler Storytime Friday: April 25th @ 10:30 AM
- Online Lecture: Into the Icy Deep — Marine Life, Sea Ice & Conservation: Wednesday, April 23rd @ 2:30
- Planning program on sexual assault services

20) Approve library's expenditures:

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

Set date for next meeting:

Monday April 28th at 6pm

Adjourn:

At 7:14pm, Mescher made the motion to adjourn the meeting and Larson seconded the motion. The motion carried.

Respectfully submitted by Beth Mescher on 3/30/25.