

Guttenberg Library Board Meeting
October 27, 2025 – 6:00 PM
Guttenberg Public Library
Minutes

1) Call to Order

The meeting of the Guttenberg Library Board was called to order on Monday, October 27, 2025, at 7:00 pm, by Library Board Member President Beth Mescher. The trustee members attending the meeting were Thompson, Larson, Hausler, Mescher, and Librarian Katey Simon.

2) Approve Minutes from September 22, 2025, meeting

Minutes from the 9/22/2025 meeting were read. Hausler made the motion to approve the minutes and Larson seconded the motion. The motion carried.

3) Julie Schmidt leave of absence request

Julie Schmidt was in attendance and shared with the board the need for the leave of absence request. Hausler made the motion to approve the leave of absence request from 10/22/2025 – 11/04/2025 and Larson seconded it. The motion carried.

4) CD & Money Market

The city manager explained to the board that the funds in the library's three CDs and money market account need to have a reason for staying there instead of being used for library operating expenses. Future capital improvement projects, ballpark amounts, and timelines were discussed and decided on. They are as follows: \$150,000 for inside renovations (next 10 years), \$50,000 for roof replacement (next 5 years), \$45,000 for building exterior improvements (15 years), \$35,000 for landscaping (next 10 years), \$25,000 for HVAC replacement (next 10 years), and \$20,000 for technology replacement (next 5 years). Larson made the motion to approve the plans for the funds in the three CDs and money market account and Thompson seconded it. The motion carried.

5) FY 2026-2027 budget

The fiscal year 2026-2027 budget was discussed. The board will be proposing \$38,300 in revenue and \$154,020 in expenditures. Larson made the motion to approve the FY 2026-2027 budget and Thompson seconded it. The motion carried.

6) Board of Trustees

The board discussed two recent trustee resignations. They reviewed trustee candidate applications and selected two candidates to submit to the mayor. The board discussed who would replace Mescher on the Personnel Committee. Larson made the motion for Thompson to replace Mescher on the Personnel Committee and Mescher seconded it. The motion carried.

7) FY26 Wage & Vacation Correction

The correction was made to fix the error on the FY26 Wage & Vacation form with a date change from 3/18/2025 to 3/18/2026. Thompson made the motion to approve the date change and Larson seconded it. The motion carried.

8) Library Boards and Evaluation webinar

Director informed the board of a webinar coming. Director will check if a recording will be available to watch at a later date.

9) Director Time off Approval:

The board reviewed requested dates for the library director. Thompson made the motion to approve the time off and Hausler seconded it. The motion carried.

10) Strategic Plan update

Director updated the board on where we were at in the strategic plan process.

11) City Budget workshop

Director informed the board the city budget workshop will be held Monday, November 17, at 6:00 PM and board members are welcome to attend. (Correction 11/11/25: the budget workshop is scheduled for 5:00 PM.)

12) Baker and Taylor book distributor

Director informed the board that the main book supplier library uses is closing their doors at the end of the year and how this will impact the library operations.

13) Clayton County Library Association update

No update was given at the meeting.

14) Tangeman Endowment Report

The board reviewed the report for the Tangeman Endowment. The beginning balance was \$81,405.80 and ending balance is \$86,224.34.

15) Library Foundation update

No update was given at meeting.

16) September Library Report for Board and City

The report was made available for the board to review.

17) Upcoming Library programs

List of upcoming programs was made available for board to review.

18) Approved Expenditures

The board reviewed and approved the month's expenditures.

19) Set date for next meeting:

Next meeting scheduled for Monday, November 24th, at 5:00 pm

20) Adjourn

Meeting was adjourned at 9:17 pm.

Respectfully submitted by Terri Thomson on 10/28/2025.