

Guttenberg Library Board Meeting
November 24, 2025 – 5:00 PM
Guttenberg Public Library
Minutes

1) Call to Order

The meeting of the Guttenberg Library Board was called to order on Monday, November 2025, at 5:00 pm, by Library Board Member Vice President Tom. The trustee members attending the meeting were Thompson, Larson, Hausler, and Librarian Katey Simon.

2) Approve Minutes from September 22, 2025, meeting

Minutes from the 10/27/2025 meeting were read. Tom made the motion to approve the minutes, and Thompson seconded the motion. The motion carried.

3) Board of Trustees Officer Positions

The board discussed reallocating positions because of resignations. The following interim position changes will be in effect until June 30, 2026. Gail made the motion to approve Tom for interim President, and Thompson seconded the motion. The motion carried. Thompson made the motion to approve Gail as interim Vice President, and Tom seconded the motion. The motion carried. Gail made the motion to approve Thompson for secretary, and Tom seconded the motion. The motion carried.

4) City budget workshop update & FY27 Library budget

Simon provided an update to the board regarding the City budget workshop and FY27 Library Budget. Thompson made the motion to approve an increase from 102,000 dollars to 105,000 dollars, and Gail seconded the motion. The motion carried.

5) Annual State Survey

Simon provided an update for the Annual State Survey.

6) Library Boards and Evaluation webinar

Simon provided an update for the Library Boards and Evaluation webinar.

7) Strategic Plan update

Simon provided an update for the Strategic Plan.

8) Discuss Personnel Policy

Simon provided the current Leave of Absence Policy and the city employee handbook policy for review. No decision was made regarding this policy. The bereavement leave policy was reviewed in the city employee handbook and the current library handbook titled Funeral Leave. Thompson made the motion to approve changing the policy from Funeral Leave to Bereavement Leave, and Gail seconded. The motion carried.

9) Discuss Board terms & limits

Simon shared the steps required to consider changing term lengths to the Library Board of Trustees.

10) Director's time off approval

Simon requested Friday, December 26th and Monday, December 29th off. Thompson made the motion to approve the time off, and Gail seconded. The motion carried.

11) Clayton County Library Association update (give update)

Simon provided an update on the Annual 2025 Fall CCLA meeting.

12) Tangeman Endowment report

Simon provided an update regarding the Tangemen Endowment. The beginning balance was 86,224.34 dollars, and the current balance is 86,717.44 dollars.

13) Library Foundation update (give foundation update)

Simon provided the Library Foundation update.

14) October Library Report for Board and City

Simon provided the October Library Report for review.

15) Upcoming Library programs

A list of upcoming programs was made available for the board to review.

16) Approve the library's expenditures

The board reviewed and approved the month's expenditures.

17) Set date for next meeting

Next meeting scheduled for Monday, December 22nd, at 5:00 pm.

18) Adjourn

The meeting was adjourned at 6:19 pm.