

Guttenberg Library Board Meeting  
December 22, 2025 – 4:59 PM  
Guttenberg Public Library  
Minutes

1) Call to Order

The meeting of the Guttenberg Library Board was called to order on Monday, December 2025, at 4:59 pm, by Library Board Member President Tom Hausler. The trustee members attending the meeting were Terri Thompson, Gail Larson, Tom Hausler, Lisa Finch, Robin Bauer, and Librarian Katey Simon.

2) Approve Minutes from November 24, 2025, meeting

Minutes from the 11/24/2025 meeting were read. Bauer made the motion to approve the minutes, and Finch seconded the motion. The motion carried.

3) Board training on collection development and reconsideration

Simon reviewed the reconsideration policy and process with the board.

4) Policy Review of By-Laws and Open Records

Simon reviewed the By-Laws and Open Records policies with the board.

5) Strategic Plan

Simon reviewed the Strategic Plan survey data gathered with the board. The board will review in more depth on their own.

6) Library Associate Position

Simon discussed the Library Associate Position with the board. Simon shared reformatting the job description, starting pay being 13.00 dollars an hour, and starting the interview process after the next board meeting.

7) Temporary Employee

Simon discussed hiring a temporary employee until the Library Associate Employee position is filled. The temporary employee would need to have library experience, pay \$13.00 per hour, work up to 16 hours per week, and is needed for less than six months. Thompson made the motion to approve a temporary employee, and Bauer seconded the motion. The motion carried.

8) Northeast Iowa RSVP Station

Simon shared that the library is now part of the Northeast Iowa RSVP Station and provided details regarding how that impacts the library.

9) Direct Time Off Approval

Simon had no time to approve at this meeting.

10) Tangeman Endowment report

Simon provided an update regarding the Tangemen Endowment. The beginning balance was 86,717.44 dollars, and the current balance is 87,881.38 dollars.

11) November Library Report for Board and City

Simon provided the November Library Report for review.

12) Upcoming Library programs

Simon provided a list of upcoming programs that was made available for the board to review.

13) Approve the library's expenditures

The board reviewed and approved the month's expenditures.

14) Set date for next meeting

Next meeting is scheduled for Tuesday, January 27th, at 5:00 pm.

15) Adjourn

The meeting was adjourned at 6:23 pm.