

Guttenberg Library Board Meeting

July 29, 2025 – 5:00 PM

Guttenberg Public Library

Minutes *DRAFT*****

1) Call to order:

The meeting of the Guttenberg Public Library Board was called to order on Tuesday, 7/29/25 at 5:05 PM, by Library Board Member Interim President Mescher. The trustee members attending the meeting were Thompson, Hausler, Larsen, and Mast, and Librarian Katey Simon.

2) Approve minutes from June 24, 2025, meeting:

Minutes from the 6/24/2025 board meeting were read. Hausler made the motion to approve the minutes without corrections. Mast seconded the motion. The motion carried.

3) Officer elections:

The Board elected members to the positions of president, vice-president, and secretary.

President: Thompson made the motion to appoint Beth Mescher as President. Mast seconded the motion. The motion carried.

Vice President: Larsen made the motion to appoint Tom Hausler as Vice-President. Mast seconded the motion. The motion carried.

Secretary: Mescher made the motion to appoint Dana Mast as Secretary. Hausler seconded the motion. The motion carried.

4) E-rate funding for FY26:

Katey emailed board members in early July of an error she made in the e-rate funding application process. Due to this error there will not be any e-rate funding for discounted internet costs for FY26 and this will increase our annual internet cost to around \$881.52. Discussion was held on how to budget for this. Right now the plan is to keep an eye on the budget bottom line. Katey will start the e-rate application process for FY27 toward the end of this calendar year.

5) Budget amendment for donation:

This agenda item is to discuss and approve the budget amendment for the \$630 donation from Community Savings Bank received last fiscal year. Katey would like this amount to be amended for the "Other Contractual Service" line item to pay for 2 programs this current fiscal year. Mescher made the motion to amend the budget to put donations of \$630 into "Other Contractual Service" line items for programs for the library. Mast seconded the motion. The motion carried.

6) Board training:

There are two Board trainings Katey would like the Board to consider taking. The first is the Open Meetings and Open Records training. Effective July 1st, new board members are required to take this, though Katey thinks it would be beneficial if all Board members took the training. Discussed and Thompson is the only member needed to complete the online course of Open Meetings and Open Records training and will register for a training. Other members can watch the training later this month. The second is on Wednesday, August 6 @ 6:30PM, "From Planning to Impact: Strategic Planning Essentials for Library Boards." Our strategic plan is up to redone

and this would be helpful in the planning process. Board members will complete on their own, as their time allows and availability.

7) Strategic plan:

Discussion on how to go about with the strategic planning process for the library. Katey would like to create a planning committee. Thompson stated she would be interested in being on the committee. Suggestions of reaching out to patrons, school librarian, foundation members, any other board members, etc. to assist with this. Katey will email the board members the process/results of last strategic plan

8) Storage shed behind library:

Discussed and it was decided to not put up a shed at this time, as that would not be the best solution for items to be used inside the library. Suggested Katey talk with the city to see how big of space and what it looks like at the city building for the library to utilize.

9) Director time off approval:

There were no time off requests at this time.

10) Tangeman Endowment report & amount available to spend:

The beginning balance is \$83,078.24 and the ending balance is \$85,792.31. Mescher made the motion to take the \$3,960.00 out of the Tangeman Endowment and move into Money Market line item. Thompson seconded the motion. The motion carried.

11) June Library Report for Board and City:

This agenda item is to review the June Library Report.

12) Upcoming Library programs:

Reviewing upcoming library programs.

13) Approve library expenditure:

Approved all bills for the library.

14) Set the date for the next meeting:

Monday, 8/27/2025 at 6:00 PM.

15) Adjourn:

At 6:20 PM, Mescher made the motion to adjourn the meeting and Larsen seconded the motion. The motion carried.

Respectfully submitted by Dana Mast on 7/29/2025.