

Guttenberg Library Board Meeting

April 29, 2024

Guttenberg Public Library

Minutes

1) Call to order:

The meeting of the Guttenberg Public Library Board was called to order on Monday, April 29th, 2024, at 6:55 PM, by Library Board Member President Jim Schlueter. Trustee members attending the meeting were Howard Hubbell, Dana Mast, Beth Mescher, Jan Hansel, and Librarian Katey Simon.

2) Approve minutes from March 25th, 2024, meeting:

Minutes from the March 25th meeting were read. Hubbell made the motion to approve the minutes with no corrections. Mescher seconded the motion. The motion carried.

3) Board Training: The Ten Habits of Highly Effective Library Boards (continued from previous months):

a. Habits 6, 7, & 8:

Board training is being tabled to a later date.

4) Library Assistant/Youth Services update:

a. Job Description- review and approve suggested changes:

Board reviewed suggested working changes. Mescher made the motion to approve the changes to Library Assistant/ Youth Service job description. Mast seconded the motion. The motion carried. Katey states she is posting the job position this week.

5) Inform on changes to City of Guttenberg's workers' compensation procedure & review and update/approve changes to Guttenberg Public Library Personnel Policy affected by this:

Katey informed board of the changes to the City of Guttenberg's Employee Work Compensation Policy. Mescher made the motion to agree with changes to Guttenberg Public Library Personnel Policy. Mast seconded the motion. The motion carried. Katey is going to ask the city manager on questions posed about this policy and procedure if a patron is injured on the property.

6) Review and update/ approve changes to Guttenberg Library Vacation Policy so it better aligns with City of Guttenberg Personnel Policy:

The board discussed the policy and made a few changes. Table it until next month's meeting to review changes.

7) Approve increase of 6.5 hours of vacation for Nancy for fiscal year 2024:

The board approves the hours of vacation for Nancy. Mescher made the motion to approve the 6.5 hours of vacation for Nancy for fiscal year 2024. Hansel seconded the motion. The motion carried.

8) City of Guttenberg, Guttenberg Public Librarian Agreement/ Federal Change Increase Minimum Threshold:

Salary employee is current threshold is \$35,568, under the new rule the minimum threshold increases on July 1st, 2024, to \$43,888, then on January 1st, 2025, under new rule the minimum threshold increases to \$58,656. The automatic updates to the threshold will occur every 3 years. Or move salary employee to hourly by July 1st, 2024, at \$19.23 with the 4% increase, for 40 hours per week. The board discussed. Mast made the motion to move employees from salary to hourly wages. Hansel seconded the motion. Hubbell neighed the motion. The motion

carried. There were questions posed on new contract. Katey will schedule meeting with Jim and city manager to discuss.

9) Permission for Katey to attend Director Roundtable at Murphy Helwig Library in Monona on 5/16/24:

Katey states that Director Roundtable is from 9:30 AM – 12:30 PM and would like to get reimbursed for mileage there and back and lunch. Mescher made the motion to agree Katey to attend Director Roundtable in Monona and get reimbursed for mileage and lunch. Hubbell seconded the motion. The motion carried.

10) Tangeman Family Endowment Summary of Fund Activity:

The fund statement beginning balance for March was \$80,470.20 and ending balance was \$83,143.45.

11) Clayton County Library Association report from Librarian Katey Simon:

Summer Reading Program – Round Robin program (read book, craft, and game will be presented, completed, and played). Program here at the Guttenberg Public Library will be on July 10th at 10:30 AM. Farmersburg and Monona helping. Guttenberg will help Monona on June 19th and Garnavillo on July 17th.

11) March Library Report for Board and City:

Report was reviewed and commented on.

12) Guttenberg Library Foundation report from Foundation Treasurer Jim Schlueter:

Jim stated the Titanic Program last week had about 30-35 patrons attending. Foundation is funding a program this summer for the library.

13) Upcoming Library programs:

- Majhogg, Thursdays at 1:00 PM: 2nd, 9th, 16th, 23rd, 30th
- Scrabble, Fridays at 1:00 PM: 3rd, 10th, 17th, 24th, 31st
- Thursday, May 2nd at 7:00 PM, Writers Open Mic
- May 6th - 12th, Children's Book Week, passive programs throughout week
- Tuesday, May 7th at 6:00 PM, Book Discussion on "Trust" by Hernan Diaz
- Friday, May 10th, at 10:30 AM, Toddler Time
- Wednesday, May 15th at 10:30 AM, program w/ Imagine the Possibilities
- Saturday, May 25th and Monday, May 27th will be closed for Memorial Day weekend
- Friday, May 31st at 3:00 PM, Toddler Time

14) Approve library's expenditures:

Board of Trustee members approved all expenditures.

15) Set date for next meeting:

Thursday, May 30th at 7:00 PM

16) Adjourn:

At 8:52 PM, Hubbell made the motion to adjourn the meeting and Hansel seconded the motion. The motion carried.

Respectfully submitted by Dana Mast on 4/30/2024