

Guttenberg Library Board Meeting
February 3, 2025 – rescheduled from January 28, 2025
Guttenberg Public Library
Minutes

1) Call to order:

The meeting of the Guttenberg Public Library Board of Trustees was called to order on Monday, February 3rd, 2025, at 5:55 PM, by Library Board Member President Jim Schlueter. The Trustee members attending the meeting were Dana Mast, Beth Mescher, Tom Hausler, and Librarian Katey Simon.

2) Approve minutes from December 27th, 2024, meeting:

Minutes from the December 27th meeting were read. Mast made the motion to approve the minutes with corrections. Mescher seconded the motion. The motion carried.

3) Policy review:

a. Safe Child:

Katey states she is still working and gathering information on this policy. Table it to a later date.

b. Wireless Internet Access:

Table it to a later date.

c. Gift:

The board members reviewed and discussed. Mescher made the motion to approve the Gift Policy with changes. Mast seconded the motion. The motion carried.

4) Board Personnel Committee:

Katey presented to the board members that she would like to form a personnel committee so she has others to discuss personnel issues/concerns that cannot be discussed at a Board meeting due to open meeting laws. Katey gave the board members materials to review on their own. Table it to a later date.

5) City's Telecommuting Policy:

Katey stated there have been times she worked off site due to a variety of reasons. Katey gave the board members the city's policy to review on their own. Table it to a later date.

6) 2025 holiday Library closures:

Katey presented the board members with a list of dates the library would be closed and what ones of them would be paid and what ones would not be paid. She added a few possible dates too. The board members looked over and discussed and decided that they would like to see the City's and the Library's holiday policies. Table it to a later date.

7) Director overtime:

Katey let the board members know of 2 weeks in January she had overtime and would like to comp this time. Katey admits she is still getting used to going from salary to hourly but there are times going into overtime are

unavoidable. Mescher made the motion to approve the overtime, comp time hours. Mast seconded the motion. The motion was carried.

8) Director vacation request approval:

Katey requested to use 6 hours of PTO last week for being sick. Then in the next 3 months she will possibly need 8 vacation hours each month but might not either. The board member discussed that she just presents each month at the board meetings if she is using vacation hours and then go from there. She stated she might need 8 hours of vacation this month. Mescher made the motion to approve the vacation hours. Mast seconded the motion. The motion was carried.

9) Tangeman Endowment report:

Tangeman Family Endowment: The fund statement beginning balance for December 1st, 2024, is \$75,243.70 and ending balance was \$81,405.80. The available amount to be taken out is \$0.00.

10) December Library Report for Board and City:

Report was reviewed and commented on.

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

Jim stated that the foundation purchased items for the library. There are 2 programs in progress for the upcoming year.

12) Upcoming Library programs:

- Story Walk® book: “The Mitten” by Jan Brett
- Majhogg, Thursdays at 1:00 PM: 6th, 13th, 20th, 27th
- Adult Game Afternoon, Fridays at 1:00 PM: 7th, 14th, 21st, 28th
- Tuesday, February 4th at 6:00 PM: Book Discussion
- Wednesday, February 5th at 2:30 PM, Tweens-day after school program
- Thursday, February 6th at 7:00 PM, Writers Open Mic
- Wednesday, February 12th at 2:30 PM, online lecture: The Visions of Our Founding Fathers
- Friday, February 14th at 10:30 AM, Toddler Storytime
- Monday, February 17th: Closed in honor of Presidents’ Day
- Thursday, February 20th at 10:30 AM, Program w/Imagine the Possibilities
- Saturday, February 22nd from 10:00 AM – 1:00 PM: Seed Swap Program
- Friday, February 28th at 10:30 AM, Toddler Storytime

13) Approve library expenditures:

The Board of Trustee members approved all expenditures for the month.

14) Other, Need to Know:

Katey let the board members know the answers from the city manager to questions they had on the new accounting software, that the budget will be amended for this to help cover the cost.

Katey let the board members know the water heater was leaking and got it replaced.

Kaety let the board members know that the computers have been running slow and is working with our IT person to figure out issue.

15) Set date for next meeting:

Monday, February 24th at 7:00 PM.

16) Adjourn:

At 8:10pm, Dana made the motion to adjourn the meeting. Hausler seconded the motion. The motion carried.

Respectfully submitted by Dana Mast on 2/4/2025.