

**GILMAN-DANFORTH DISTRICT LIBRARY BOARD OF TRUSTEES
JUNE 8, 2023 MINUTES**

The Gilman-Danforth District Library Board of Trustees met in regular session on June 8, 2023 starting at 6:30 p.m. Board members present were Jan Elliott, Cindy Guttendorf, Barb Uehle, Jan Villwock, Judy Pree, Alissa Haase, Jill Cummings. Library Director Cole Daniel and Bookkeeper Beth Zirkle were present. Gary Schmid from Schmid Insurance Shop, Inc. was also present. During the public comments section Trustee Barb Uehle presented Cole with a check from the Gilman Women's Club for \$100.

The minutes of the May 15, 2023 regular meeting were approved as read with two corrections to be made. After a review of the Treasurer's report, Jill motioned to approve the Treasurer's report and Judy seconded the motion. A voice vote carried.

The credit card bills were as follows: (all currently on Cole's card as Renee's card has been cancelled) telephone \$99.47, supplies \$37.05, programs \$78.79, audio visual \$25.95, books and periodicals \$165.52. Jan V. motioned to pay the bills and Alissa seconded the motion. A roll call vote carried.

Under General business the first topic we discussed was about insurance. We have a package policy; work comp policy and bond which Gary Schmid discussed. He suggested we may want to look into cyber liability and hiring practices in the future. The second item we talked about was WI-FI. Our current carrier is AT&T. Cole talked with Cory Kline about this and we will be switching in the near future to Comcast. It will be \$30 cheaper a month. We reviewed the budget next. Cole spoke with our lawyer regarding this topic. We looked at the building and maintenance line and talked about possibly setting up a special reserve fund. We also talked about the contingency and miscellaneous lines in the budget. We set up the Decennial Committee and the following will be members: Trustees Jan Elliott, Cindy Guttendorf, Barb Uehle, Jan Villwock, Judy Pree, Alissa Haase, Jill Cummings, Russ Finley, Michelle Finley, John Elliott and possibly Krystal Kirchner. This may be a topic that will be discussed at the Director's University that Cole will be attending from August 1 – August 3.

For the Director's Report Cole reported that: 1) He received the Per Capita grant in the amount of \$4,324. All of these funds will be going towards books, materials and programs. The check for this has still not arrived. 2) He received a letter from First Trust Bank stating that the Library will be getting \$2,000 from the Mary Helen Roberts grant request. Since this is a portion of what was requested, we will put these funds towards staff computers and we will not be able to get a new server. 3) Director's University will be held in Springfield. 4) There has been a good turn out for the Summer Reading Program; other events are being held in Gilman on these same days and times this week. Next week's topic will be music. 5) Monthly statistics for our programs are as follows: 7 children for preschool story time, 30 patrons at coffee hour, 6 patrons at book club.

With no further business to be discussed, Barb motioned to adjourn the meeting and Jan V. seconded the motion. A voice vote carried. The meeting adjourned at 7:34 p.m. Our next meeting will be held on July 13, 2023 starting at 6:30.

Respectfully submitted by Secretary/Treasurer *Cindy Guttendorf*

