

**GILMAN-DANFORTH DISTRICT LIBRARY BOARD OF TRUSTEES  
JANUARY 12, 2023 MINUTES**

The Gilman-Danforth District Library Board of Trustees met in regular session on January 12, 2023 starting at 6:30 p.m. Board members present were Jan Elliott, Cindy Guttendorf, Barb Uehle, Judy Pree, Alissa Haase and Jill Cummings. Jan Villwock was absent from this meeting. Library Director Cole Daniel and Bookkeeper Beth Zirkle were also present. There were no public comments.

The minutes of the December 8, 2022 regular meeting were approved as read. After a review of the Treasurer's report, Judy motioned to approve the Treasurer's report and Alissa seconded the motion. A voice vote carried.

The credit card bills were as follows: telephone \$99.65, supplies \$288.13, computer fee \$168.00, continuing ed (AED) \$37.00, books and periodicals \$18.00, building supplies \$108.79. Barb motioned to pay the bills and Jill seconded the motion. A roll call vote carried.

Under General business the first topic we discussed was moving all of our Money Market funds to Muni Wise due to the higher interest rates we will receive. I will let Jan know if there is anything she needs to sign to get this accomplished. We talked about the Decennial committee the state is having us set up by June of this year; all taxing bodies are required to do this. We have set a target date of April to form this committee. A letter was signed by Jan E. for Cole to get a credit card. We reviewed the Personnel policy. Having staff trained in CPR and with the AED will be added to this policy which will be five pages long.

For the Director's Report Cole reported that: 1) Staff member Patty had a stroke after Christmas and is not doing so well. The staff signed a card to send to her and we will ask Sally to make one for us to sign. Tara and Chris have filled in as needed. 2) The audit was sent to the attorney. 3) The Per Capita grant was turned in on Tuesday. 4) We have a label maker for the books. 5) In regards to new programs, Krystal and Cole have noticed that no one is attending the Lunch and a Movie program and we might want to stop doing this and have something different. They may try a video game night or a family board game night. Technology classes will be held at the Forsyth library and Cole may be able to get some pointers on this type of class for us from them. 6) The bulletin board has been cleaned up and is more structured now. The right half of the board will include the theme for each month. Jan E. asked that we have a place on the bulletin board to acknowledge memorials given and asked that when the library is running low on cards sent for memorials to let her know and more can be printed by The Gilman Star. A hot chocolate bar is upcoming. 7) Stats for our other programs are as follows: 31 children at Preschool story time, 42 patrons at coffee hour, 10 patrons at bingo. Five new patrons have been signed up for Hoopla.

With no further business to be discussed, Barb motioned to adjourn the meeting and Alissa seconded the motion. A voice vote carried. The meeting adjourned at 7:15 p.m. Our next meeting will be held on February 9, 2023 starting at 6:30 p.m.

Respectfully submitted by Secretary/Treasurer *Cindy Guttendorf*

*Cindy Guttendorf*