

## **GILMAN-DANFORTH DISTRICT LIBRARY BOARD OF TRUSTEES JULY 9, 2020 MINUTES**

The Gilman-Danforth District Library Board of Trustees met in regular session on July 9, 2020 at 6:30 p.m. Board members present were President Bill Stahlschmidt, Jill Cummings, Cindy Guttendorf, Jan Villwock, Jan Elliott, Judy Pree. Sharon Newman was absent. Director Renee Wellborn and Bookkeeper Beth Zirkle were also present. There were no public comments.

The minutes of the June 11, 2020 meeting were approved as read with two corrections; the CD renewal date is July 16<sup>th</sup> and in the Director's report for June it should have the acronym IHLS instead of IHS which stands for Illinois Heartland Library System. After a review of the Treasurer's report, Jan E. motioned to approved the Treasurer's report and Jill seconded the motion. A voice vote carried.

The credit card bills were as follows: telephone \$79.84, audio/visual \$164.43, Summer Reading Program \$277.15, Per Capita grant \$1,337.71, books and periodicals \$474.64, supplies \$662.54, equipment and furnishings \$981.73. It was noted that we had recently received a bill from our lawyer, Marek, Meyer & Coghlan Ltd., for two years of legal fees in the amount of \$2,592.50. Judy motioned to pay the bills and Jan V. seconded the motion. A roll call vote carried.

A further review of the Budget for the 2020/2021 year showed the actual amount was down for books and periodicals due to the library shutdown and that we will be decreasing the postage and box rental line item to \$100 as we no longer have a post office box.

The first item on the agenda was to set the Board meeting dates for the year for the second Thursday of each month. A Budget hearing date was set for Thursday, September 10<sup>th</sup> starting at 6:15 p.m. IPLAR questions and an audit of the Secretary's books will be done by Judy and Cindy on Thursday, August 13<sup>th</sup> starting at 6:00 p.m.

The Director's report was as follows:

Renee advised us that all who participated in the Summer Reading Program were glad that we had done it; there were 40 people who participated in this program.

On July 1<sup>st</sup> we opened the doors to the public and there were 12 patrons who came in that first day and it has since tapered off. Many of the patrons were happy to use the computer and Renee noted that we have folding chairs at the computer tables which are easier to keep clean after each patron's use.

In regards to grants we have received the Per Capita Grant in the amount of \$3,790 and we will also be receiving the Mary Helen Roberts Grant in the amount of \$1,200 (this will be used for non-fiction books).

Two books carts are in that were ordered.

Renee would like to see us open up the children's area by buying a bigger table.

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In regards to the VHS to DVD project we have one computer in the library that is capable of doing this. A converter box and cord or two would be all that is needed. We have a VCR. We could show patrons how to do this and they would be able to make an appointment to come in and complete this project. All in attendance agreed that this was a good idea.

With no further business to be discussed, Jan V. motioned to adjourn the meeting and Jan E. seconded the motion. A voice vote carried. The meeting adjourned at 7:05 p.m.

Respectfully submitted,  
Cindy Guttendorf (in Sharon Newman's absence)