

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

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

The minutes of the September 14, 2023 regular meeting were approved as read. After a review of the Treasurer's report, Judy motioned to approve the Treasurer's report and Jan V. seconded the motion. A voice vote carried.

The credit card bills were as follows: telephone \$99.51, supplies \$586.87, building supplies \$32.09, books and periodicals \$48.64, computer fees \$285.81, programs \$186.47. Jan V. motioned to pay the bills and Alissa seconded the motion. A roll call vote carried.

Jan E. opened a three-year farmland bid from Matthew Hall for \$200 per acre. A copy of his liability insurance was included. A motion was made to accept this bid by Judy that was seconded by Jan V. A roll call vote carried. Matthew presented Jan E. with a check for this year's payment. He was thanked for his bid and left the meeting.

Jan E. opened a snow removal bid from Roberto Sanchez from Be Next Landscaping for \$140 per parking lot push, \$65 for sidewalk work and \$25 per bag of salt which was the same amounts from last year. Cole has a copy of Mr. Sanchez's insurance certificate. A motion was made to accept this bid by Alissa that was seconded by Judy. A roll call vote carried.

We next reviewed the requirements for the Per Capita Grant. Cole said that they are the same as the last couple of years and noted that we are doing our best to serve the public.

We reviewed and discussed personnel policies. Overtime pay has not been paid lately as most employees do not work that many hours. The vacation policy was discussed and a change made. It was also noted that some part-time employees have had CPR training at their other place of work and a minor change in the wording of this part of the policy was discussed. Cole will bring in these updated policies at our next meeting.

We reviewed and discussed the PLAW information and policy. Only one of the part-time employees works 20 hours a week; others work less than that. Every 40 hours of work will equal one hour off. We theorized that this policy was intended to give part-time employees access to time off. Records will be kept of employee's hours.

For the Director's Report Cole reported that: 1) The audit will be done the first Wednesday in November (11/1). 2) Angel Landscaping did a great job doing the weeding and trimming. 3) There have been five people come to the Library for the Library Crawl. We are giving out candy when people visit. Central Public Library is giving out stickers. Other near-by libraries participating in this are Hoopston, Sheldon, Paxton, Rantoul and Cissna Park. 4) Cole will be celebrating his one-year anniversary as Library Director and related to the Trustees that he loves his job and it is very rewarding. 5) Monthly statistics for our programs were as follows: 4 patrons at book club, 15 patrons at bingo, 38 patrons at coffee hour, 24 patrons have gone through the escape room, 28 patrons at preschool story time.

With no further business to be discussed, Alissa motioned to adjourn the meeting and Jan V. seconded the motion. A voice vote carried. The meeting adjourned at 7:17 p.m. Our next meeting will be held on November 9, 2023 starting at 6:30 p.m.

Respectfully submitted by Secretary/Treasurer *Cindy Guttendorf*

