

**GILMAN-DANFORTH DISTRICT LIBRARY BOARD OF TRUSTEES  
JULY 13, 2023 MINUTES**

The Gilman-Danforth District Library Board of Trustees met in regular session on July 13, 2023 starting at 6:30 p.m. Board members present were Jan Elliott, Cindy Guttendorf, Barb Uehle, Jan Villwock, Judy Pree, Jill Cummings. Trustee Alissa Haase was absent from this meeting. Library Director Cole Daniel and Bookkeeper Beth Zirkle were present. There were no public comments.

The minutes of the June 8, 2023 regular meeting were approved as read. After a review of the Treasurer's report, Judy motioned to approve the Treasurer's report and Jill seconded the motion. A voice vote carried.

The credit card bills were as follows: telephone \$99.47, supplies \$74.04, programs \$501.26, building supplies \$29.95. Jill motioned to pay the bills and Judy seconded the motion. A roll call vote carried. After reviewing the Profit & Loss – Budget vs Actual sheets and at Cole's suggestion, a motion was made by Jan V. that we move the following amounts from the Miscellaneous Expense budget line item (total \$7,500) to the following budget line items: \$900.00 to Publicity, \$3,000.00 to Salaries, \$1,700.00 to Utilities, \$600.00 to Supplies, \$400.00 to Programs. Judy seconded the motion. A voice vote carried.

Under General business the first topic we discussed was setting the board meeting dates for the new fiscal year which will remain the second Thursday of the month. The next item was confirming the budget hearing date which will be on Thursday, August 10<sup>th</sup> at 6:30 p.m. The Budget and Maintenance Ordinance was reviewed next. After this review, a motion was made by Judy that we accept this Budget and Maintenance Ordinance (#2023-1) which was seconded by Barb. A voice vote carried. The next item on the agenda was IPLAR questions; we do not have any at this time. The audit of the Secretary's books will be done by Jill and Judy on Thursday, August 10<sup>th</sup> at 5:30 p.m.

For the Director's Report Cole reported that: 1) The Summer Reading Program went very well. There were 20 school aged kids each week; the total registered were 45 patrons. Some changes may need to be made such as having both groups of kids here at the same time; this may be in the afternoon. The events were a blast. The presentation by the Onarga Music Club went well. There were 40 patrons at the juggler presentation. 2) Director's University will be done the first week of August and he will be off that entire week. 3) Cole will be helping his brother move back to college on August 17<sup>th</sup> and will be off work that day. 4) The Story Board walk will be up next week per Jon Harkins. That will be timely as it will be used at the Back-to-School event at the library on August 10<sup>th</sup> starting at 10:30 a.m. The plan is to have teachers at each post. Prizes will be given out at this event. 5) Monthly statistics for our programs are as follows: 5 patrons at book club, 13 patrons at bingo, 30 patrons at coffee hour.

With no further business to be discussed, Barb motioned to adjourn the meeting and Jill seconded the motion. A voice vote carried. The meeting adjourned at 7:10 p.m. Our next meeting will be held on August 10, 2023 starting at 6:30 starting with the budget hearing.

Respectfully submitted by Secretary/Treasurer *Cindy Guttendorf*

*Cindy Guttendorf*