

**GILMAN-DANFORTH DISTRICT LIBRARY BOARD OF TRUSTEES
AUGUST 10, 2023 MINUTES**

The Gilman-Danforth District Library Board of Trustees met in regular session on August 10, 2023 starting at 6:30 p.m. with the Budget Hearing. There were no members of the public present for this hearing. 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. There were no public comments.

The minutes of the July 13, 2023 regular meeting were approved as read with one correction in the Director's Report. 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 \$99.51, supplies \$212.55, programs \$232.35, books and periodicals \$18.80. Jill motioned to pay the bills and Barb seconded the motion. A roll call vote carried.

The Budget and Maintenance Ordinance was reviewed next. After this review, a motion was made by Barb that we accept this Budget and Maintenance Ordinance (#2023-1) which was seconded by Judy. A voice vote carried. The next item reviewed was regarding a Special Reserve Fund for any accumulation of unexpended balances. These could be used in case of an emergency (computers, roof, flooring). A motion was made by Judy to accept this Special Reserve Fund Ordinance (#2023-2) which was seconded by Jan V. A voice vote carried. A plan of purpose for the Special Reserve Fund Ordinance was reviewed. After this review, a motion was made to accept this Special Reserve Fund plan of purpose Ordinance (#2023-3) by Barb that was seconded by Jill. A voice vote carried. Signatures were affixed to all three ordinances. A Public Comments policy and sign-up sheet was discussed next. A motion was made to approve the Public Comments policy by Jill and seconded by Judy. A voice vote carried.

For the Director's Report Cole reported that: 1) The Story Board Walk was put up by Jon Harkins and all agreed it looks adorable. 2) Director's University was a blast and he took extensive notes. He was paired up with Directors from similarly sized libraries and enjoyed networking. He will start looking at policies again soon. Webinars for Trustees will be something that he looks into. 3) Comcast is installing fiber wire. There is currently no date of completion but Cory estimates that it may be in a few weeks. 4) A question was raised as to when the bushes were last trimmed and no one at this meeting could remember exactly when that was. We are asking that Cole get two estimates for this project. Weed pulling could be done by children; Sally would supervise. 5) Fixture issues in the main lobby were taken care of by Honn Electric today. 6) For the upcoming Super Saturday celebration in September the Library will host an Escape Room. Staff members will brainstorm ideas. 7) Kristina is taking classes in graphics/web design and will create a new logo for the Library. 8) IPLAR is done. The Secretary's book was audited. 9) Monthly statistics for our programs are as follows: 5 patrons at book club, 12 patrons at bingo, 22 patrons at coffee hour. There were 22 patrons that attended the Back-to-School event.

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 7:20 p.m. Our next meeting will be held on September 14, 2023 starting at 6:30 p.m.

Respectfully submitted by Secretary/Treasurer *Cindy Guttendorf*

