

Gilman-Danforth District Library Board of Trustees

March 12, 2020 Minutes

The Gilman-Danforth District Library Board of Trustees met in regular session on March 12, 2020 at 6:30 p.m. Board members present were President Bill Stahlschmidt, Cindy Guttendorf, Jan Villwock, Jan Elliott, Judy Pree. Sharon Newman and Jill Cummings were absent. Director Renee Wellborn and Bookkeeper Beth Zirkle were also present. There were no public comments.

The minutes of the February 20, 2020 meeting were approved as read with one correction; in the Director's report for February it should state that the lock was replaced on the handle on the front handicapped accessible door. The treasurer's report was reviewed. We talked about an amount we receive from Douglas Township which is our portion of some tax that does not come from the county. Beth said it is never the same amount. She also informed us that we still owe \$35,007.01 on the building mortgage which will be paid off in October of 2022. Judy motioned to approve the Treasurer's report and Jan E. seconded the motion. A voice vote carried.

The credit card bills were as follows: telephone \$80.61, building supplies \$28.37, supplies \$8.29, programs \$379.63, A/V \$17.96. Jan V. motioned to pay the bills and Judy seconded the motion. A roll call vote carried.

The first item on the agenda was to open and vote on the mowing bids. We received two bids. One from Atanacio Lopez, Jr. for \$70.00 per mow and one from Angel Lopez Landscaping for \$50.00 per mow. We noted that Atanacio Lopez does not have the documentation asked for with the bid and that Angel Lopez does. Jan E. made a motion that we accept the bid from Angel Lopez Landscaping and Jan V. seconded the motion. A voice vote carried. Renee will be in touch with both bidders and will inform Angel Lopez that we have accepted his bid.

The second item on the agenda was the handicapped accessible door. Renee had received information from TJ Central from Gridley regarding the amount for labor and materials for work on the door in the amount of \$2,441. Electrical work would be done by Stacy Honn and would amount to \$340. The time it would take to complete this work is between four to six weeks. A motion was made by Jan E. to take \$2,781 out of the Bob Scherer CD to pay for the work to be done on the handicapped accessible door. Jan V. seconded the motion. A voice vote carried.

The Director's report was as follows:

Renee advised us that there were 32 people in attendance at the Dr. Seuss party on February 29.

The library will be a Census hub. There are signs that we have to promote citizens completing the Census. If people have questions or need help they can come to the Library. Renee had attended a training recently in Watseka regarding this. We will not be handing out forms. People can send their responses in the mail or complete them on-line.

On March 9, there was a fire scare at the Library. The smoke alarm went off and did not stop for a little while. The non-emergency fire department line was contacted. Carbon monoxide detectors were checked and there may be a faulty detector. At 2:30 that same day there was a strong smell of smoke in the hallway by the bathrooms. The fire department was contacted again but nothing was

found. The only thing that was thought to be the issue was that the furnace pulls air in and possibly some burning in town that day brought this smell into the Library. Jason Scharp came and checked out the furnace the next day. Smoke detectors and carbon monoxide detectors are being replaced.

The Fairy Tale Escape room is up and is meant for young kids. This starts on Saturday, March 14 and will go until the end of the month.

The IW Kindergarten class will be at the Library on Friday, March 20 for their annual Galavanting Around Gilman tour. The classes will take a tour of the Library, make a hyacinth craft and sing some songs. We are expecting 60 kids in this group.

The Pandemic Response procedures were discussed at length. We are currently at Level 3: Moderated Services. Renee discussed how the staff is adjusting to these new procedures and steps that are currently being taken to comply with these procedures including wiping down surfaces, books and certain items that have been removed from the children's section.

With no further business to be discussed, Judy motioned to adjourn the meeting and Jan E. seconded the motion. A voice vote carried. The meeting adjourned at 7:25 p.m.

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