

**GILMAN-DANFORTH DISTRICT LIBRARY BOARD OF TRUSTEES
NOVEMBER 17, 2022 MINUTES**

The Gilman-Danforth District Library Board of Trustees met in regular session on November 17, 2022 starting at 6:30 p.m. Board members present were Jan Elliott, Cindy Guttendorf, Barb Uehle and Jan Villwock. Absent from this meeting were Judy Pree, Alissa Haase and Jill Cummings. Interim Director Sally Newbury and Bookkeeper Beth Zirkle were also present. Library Director Cole Daniel was absent. There were no public comments.

The minutes of the October 13, 2022 regular meeting were approved as read. After a review of the Treasurer's report Barb 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 \$446.18 (due to telephone issues; credits should be coming), supplies \$1,008.32 (ink), computer fees \$14.95 (for software to make website), programs \$51.60, building supplies \$36.49. Jan V. motioned to pay the bills and Barb seconded the motion. A roll call vote carried. Cole's salary amount was discussed. He is being paid \$21.85 an hour which comes to \$38,000 yearly plus a monthly stipend of \$400 for insurance for a total yearly salary of \$42,800. He gets paid for 12 holidays and vacation (two weeks after one year). He was under the understanding that he was going to be paid for hours worked on October 13th and 14th for 10.5 hours which was done. We pay part of his IMRF and he contributes some to this. A motion was made to pay Cole \$42,800 per year by Barb and seconded by Jan V. A roll call vote carried.

In regards to reviewing and approving updated policies this has been tabled until the December meeting. Changes to policies have been typed up and are on Cole's computer.

Holiday closings were discussed next. The library will be closed November 25th, December 24th, 26th, 31st and January 2nd.

A snow removal bid from Roberto Sanchez was discussed next. He bid \$135 per push and \$60 for sidewalks with \$20 a bag for salt for the sidewalks. A motion was made to accept this bid as read by Barb and seconded by Jan V. A voice vote carried.

The next topic was hiring a new library attorney and it was noted that not all of our neighboring libraries have one. Our current attorney is not going to be in private practice anymore and does not want to be our attorney. Cole had done some work on this topic and advises that we hire Phil Lenzini who is one of the premier library attorneys in Illinois at a rate of \$2,500 per year. We will need to increase the contingency/legal cost budget line. A motion was made to increase the contingency/legal budget line from \$2,000 to \$3,000 by Jan V. and seconded by Barb. A roll call vote carried.

GILMAN-DANFORTH DISTRICT LIBRARY BOARD OF TRUSTEES NOVEMBER 17, 2022 MINUTES – PAGE TWO

Background checks were discussed next. A conversation was had with two different companies that did these and they said it was not necessary to do for those we already have employed. Cole has had one due to his having worked previously at a school. Barb said that it is in our policies to do this. One of the companies charged \$50, which involved a deep background check but no fingerprints being taken. Before we hire someone is when this check should be done. Alissa had mentioned previously that this should be done for all employees. Jan E. said that we do not need to go any further on this topic for now.

The AED device and CPR training was discussed next. It was noted that American Red Cross CPR training is done on line now and that the fee is \$37 per individual. Cole will be taking this training. The AED device is currently in the back room but he feels it needs to be hung up in an area to be seen by the public. The batteries need to be checked on this device. A motion was made to approve Cole's taking the CPR training by Barb that was seconded by Jan V. A roll call vote carried.

For the Director's Report Sally reported in Cole's absence that: 1) The fax and phone lines were back in service on 10/18/22; the 8 x 8 device we use is no longer under warranty. Staff members Cole, Sally and Krystal worked on this issue together and it took all three of them to get this done. 2) Hoopla will be going live Monday. This program costs an additional \$200 yearly and \$400 for the first year which we will pay to the library system. We have to use their authentication system. It is like Libby in that we can request materials through it. We may not be able to get the latest and greatest items but we can get second tier items which include audio and e-books and video. Ten items a month can be checked out. We have a deposit of \$2,000 and when this is exhausted a decision will have to be made. A media blitz to introduce this new program will be done. 3) The snow bid was previously discussed. 4) A call was placed to Stacy at our supplier, American Power and Gas, about our gas bill. We currently have a credit on our bill but we expect that to be used pretty quickly. The amount per therm has increased from .499 in 2019, .74 in 2020, .92 in 2021 and 1.46 this year. 5) The library attorney was discussed previously. 6) The AED device topic had been previously discussed and we noted it may need to hang on a wall out of the reach of children. Jan E. noted it may be of interest to know what other employees have had CPR training. 7) 8) A technology class will be done by Cole for patrons which may be on cell phones, computers, etc. He will also be working on a newsletter which will be sent via e-mail after patrons sign up for it and will be created on Microsoft Publisher. 9) October statistics include 0 at Lunch & a Movie, 25 at coffee (done weekly), 7 at bingo (done once a month), 33 at pre-school story time (done weekly) and four at Book club (done once a month). It was noted that we cannot say the title of the movie (for Lunch & a Movie) on the internet. Barb asked if a poster could be put up in the library advertising this program and Sally thought it was a good idea. 10) An auditor's note said that we

**GILMAN-DANFORTH DISTRICT LIBRARY BOARD OF TRUSTEES
NOVEMBER 17, 2022 MINUTES – PAGE THREE**

Director's Report, Cont'd - currently have over-levied the IMRF fund. After many years of being under-levied we currently have levied more than we need with a surplus of \$69,000. We need to cut back on this item in the levy. Other funds are under-levied. Sally will write up her recommendations to discuss with us and eventually send to our attorney.

Sally indicated that she will be extending her hours due to Cole's absence (possibly to mid-December).

With no further business to be discussed, Barb motioned to adjourn the meeting and Jan V. seconded the motion. A voice vote carried. The meeting adjourned at 7:40 p.m. Our next meeting will be held on December 8 starting at 6:30 p.m.

Respectfully submitted by Secretary/Treasurer *Cindy Guttendorf*