

**GILMAN-DANFORTH DISTRICT LIBRARY BOARD OF TRUSTEES
OCTOBER 13, 2022 MINUTES**

The Gilman-Danforth District Library Board of Trustees met in regular session on October 13, 2022 starting at 6:30 p.m. Board members present were Jan Elliott, Cindy Guttendorf, Barb Uehle, Jan Villwock, Judy Pree and Alissa Haase. Jill Cummings was absent from this meeting. Interim Director Sally Newbury and Bookkeeper Beth Zirkle were also present. Community member Cole Daniel was also present. There were no public comments.

The minutes of the August 29, 2022 special meeting and September 8, 2022 regular meeting were approved as read. 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 \$80.55, supplies \$66.25, programs \$39.05, books and periodicals \$180.12, building supplies \$32.00, audio visual \$23.40. Barb motioned to pay the bills and Jan V. seconded the motion. A roll call vote carried. After a brief discussion and it being noted that it is listed in the Personnel policy, a motion was made by Judy and seconded by Alissa that we pay outgoing Library Director Renee Wellborn the amount owed to her for her unused vacation time. A voice vote carried.

After introductions were made and a brief discussion was had a motion was made to officially hire Cole Daniel as our new Library Director by hiring committee member Barb Uehle and seconded by Judy Pree. A voice vote carried. Cole shows great enthusiasm for libraries and a recent article in The Gilman Star was reviewed. He will officially start next Monday but may stop by the library tomorrow. There will be a staff meeting tomorrow and Trustee Jan V. will be attending to represent the board.

There were no snow removal bids received to be opened at this time. Kyle Gray from Gray's Material Service did this work last year and Sally will call and see if he wants to do it again this year. A proposal and proof of insurance would be required.

Requirements for the Per Capita Grant were reviewed next. Sally recommended that we form committees of three Trustees to review Personnel, Policy and Safety and that they meet before our meeting in November and work with the Director on this. Trustees on the Safety committee will meet on October 18th at 6:00; they include Jan E, Jill and me. Trustees on the Policy committee include Barb, Jan E. and Alissa and they will meet on October 20th at 5:00. Personnel committee members include Jan E, Judy and Jan V.; they will meet on October 27th at 5:30.

Our November meeting date has been changed to Thursday, November 17th at 6:30 p.m. due to Trustees not being able to attend on the regular meeting date.

The audit was done at the library this past Monday. Tonight's meeting notes and the special meeting notes from August 29th will be brought to the library tomorrow at

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their request. Beth will ask the auditors if we can put the amount in a savings account that we will open in the future that would be equal to the annual mortgage payment that we have made in the past. We will revisit this topic at next month's meeting.

For the Director's Report Sally reported that we have had a telephone outage that has lasted seven days now. A device had been sent but that would only accommodate one line; a new device should be received tomorrow that would accommodate two lines. A notice was put on Facebook about this issue. Our telephone amount will increase to \$108 monthly. Staff and patrons seem to like the change in hours on Friday and Saturday. Board members that had helped out by volunteering hours this month were thanked. Cole will mirror Renee's hours for now. Sally will be here part time with Cole and part time when he is not here. Cole will meet with each of the staff members. Renee and Sally had attended the Northern Library Director's meeting in September and Sally and Cole will attend this meeting next week. The library crawl has had eight visitors at our library. Kristina made a new suggestion box; if a person includes their name on their suggestion, they will get a personal response. There need to be more three more keys made to the front door; either Napa or Illiana Locksmith will be places that will be checked for this. Sally is designing Cole's training plan. She hopes the formal training period will be done by the end of November. If it is needed, she could still help out. Cole will work the counter for a while to get to know the patrons. Attendance at programs is as follows: a total of 40 participants in September for the preschool program, a total of 31 participants for September for the coffee hour, 6 participants for bingo, book club had 6 participants and 0 participants for the movie group. Cole indicated that he would stop in Friday to help with the new telephone device. Krystal fixed the issue with a line showing up on the printer and was thanked for her help with this.

Alissa asked that we look into background checks for all employees; some may have already had this done for their outside jobs in the education field. Sally and Cole will look into this request.

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 7:47 p.m. Our next meeting will be held on November 17th starting at 6:30 p.m.

Respectfully submitted by Secretary/Treasurer *Cindy Guttendorf*