

**GILMAN-DANFORTH DISTRICT LIBRARY BOARD OF TRUSTEES  
SEPTEMBER 14, 2023 MINUTES**

The Gilman-Danforth District Library Board of Trustees met in regular session on September 14, 2023 starting at 6:30 p.m. Board members present were Cindy Guttendorf, Barb Uehle, Jan Villwock, Judy Pree, Alissa Haase, Jill Cummings; Jan Elliott was absent from this meeting. Library Director Cole Daniel and Bookkeeper Beth Zirkle were also present. There were no public comments.

The minutes of the August 10, 2023 regular meeting were approved as read. After a review of the Treasurer's report, Judy 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 \$99.51, supplies \$87.89, building supplies \$38.49. Barb motioned to pay the bills and Judy seconded the motion. A roll call vote carried.

Tax Levy Ordinance #2023-4 was reviewed. After this review, a motion was made to approve this Ordinance by Judy that was seconded by Alissa. A voice vote carried. The Paid Leave for All Workers policy was reviewed and discussed. This policy is to comply with the provisions of all state and federal acts as they relate to paid time off. Its purpose is to provide a process for employees to address time off needs for events related to illness or of a personal nature in compliance with the Illinois Paid Leave for All Workers Act to be effective January 1, 2024. Full time employees include Cole and Krystal. Other employees are part time except for Ellie Schunke and Chris Basham who have occasional hours with Chris' being mostly in the summer. In the new policy an employee cannot roll over these hours. There will be further discussion on this topic. Cole has advised his staff that they will need to tell him when this (PLAW) is needed and how many hours are needed.

For the Director's Report Cole reported that: 1) The Lavinia Young grant monies that were received (\$1,000) may possibly be put towards a new outside book drop. The total cost of the book drop may be between \$2,000-\$2,500. 2) An article was recently put in The Gilman Star regarding bids for snow removal. Roberto Sanchez was contacted by Cole and he will be dropping a bid off. There was also an article put in The Gilman Star regarding farm land bids; it has been three years since we last asked for these bids. 3) Comcast internet is fast and the difference between this provider and AT&T is night and day. Cory Kline has rewired some hardware. Our contract with AT&T has been cancelled; we should be getting one more bill from them. A termination fee of \$800 will be assessed but Comcast will be giving us an \$800 gift card which will help to offset this amount. 4) B & K Lawn Services is not able to continue with the yard work at this time due to one of the owners being in a vehicular accident. Angel Landscaping has stepped in to fill the void. They will be completing the weeding and brush trimming projects in the next few weeks. 5) We will be participating in the Library Crawl again this year. A discussion was had on what or if we should give anything out. Last year we gave out fudge from The Gathering and we may do this again this year. A tote bag may be given out with flyers or possibly coupons in it from local businesses. We think approximately 30 people attended this event last year. Judy talked about her visits to other libraries during the Library Crawl last year. 6) Monthly statistics for our programs were as follows: 5 patrons at book club, 14 patrons at bingo, 41 patrons at coffee hour, 25 patrons for Preschool story time, 16 patrons have gone through the Escape Room.

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 7:15 p.m. Our next meeting will be held on October 12, 2023 starting at 6:30 p.m.

Respectfully submitted by Secretary/Treasurer *Cindy Guttendorf*

*Cindy Guttendorf*