

**GILMAN-DANFORTH DISTRICT LIBRARY BOARD OF TRUSTEES
SEPTEMBER 8, 2022 MINUTES**

A Budget Hearing was called to order at 6:15 p.m. with no members of the public present. The Budget and Appropriation Ordinance (which was handed out to us at the August meeting) was reviewed. After this a motion was made by Jan V. to close the Budget hearing at 6:30 p.m. with a second to this motion by Judy. Motion carried.

The Gilman-Danforth District Library Board of Trustees met in regular session on September 8, 2022 starting at 6:30 p.m. Board members present were Jan Elliott, Cindy Guttendorf, Barb Uehle, Jan Villwock, Judy Pree, Alissa Haase, Jill Cummings. Director Renee Wellborn and Bookkeeper Beth Zirkle were also present. Community member Sally Newbury was also present. There were no public comments.

The minutes of the August 11, 2022 regular meeting were approved as read with it being noted that there was not a lot of description on what was discussed in the executive session. After a review of the Treasurer's report Judy motioned to approve the Treasurer's report and Jill seconded the motion. A voice vote carried.

The credit card bills were as follows: telephone \$80.55, supplies \$250.48, programs \$143.72, books and periodicals \$272.65, building supplies \$22.53, advertisement at U of I \$100.00. There was a Women's Club donation of \$99.00. Jan V. motioned to pay the bills and Alissa seconded the motion. A roll call vote carried.

We looked over the Budget and Appropriation Ordinance. After a brief discussion a motion was made by Judy to adopt this ordinance 2022-1; a second to this motion was made by Jan V. A voice vote carried. After a brief review a motion was made by Jill to adopt the Building and Maintenance Levy Ordinance 2022-2; a second to this motion was made by Barb. A voice vote carried. The salary schedule was reviewed and discussed next. A motion was made by Judy and seconded by Jill to increase the amounts for the hourly librarians starting January 1, 2023 at the 3-month level to \$13.50; at the 1-year level to \$14.00, at the 2-year level to \$14.50 and at the 3-year level to \$15.00. The \$13.00 starting amount for 2023 is federally mandated. A voice vote carried. All of our hourly librarians are currently at the 3-year level. We spoke with Sally Newbury about her filling in as the Library Director until someone else can be hired. A motion was made to pay her at the \$21 per hour level by Jill that was seconded by Jan V. A voice vote carried. This amount was acceptable by Sally and she was thanked by the Trustees. She will try to come in each day if that will work for her schedule. Her days may change but she looks to be there 24 hours per week. There will be time slots for five days in October that Trustees were asked to fill in; October 3rd from 10:00 a.m.-1:00 p.m. which will be covered by Jan V, October 5th from 10:00-Noon which will be covered by Judy, October 12th from 10:00-Noon which will be covered by Cindy, October 19th from 10:00-Noon which will be covered by Judy and October 26th from 10-Noon which will be covered by Jan V.

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Library hours were discussed next. Staff had collected data from July and August and found that changes need to be made to our Friday and Saturday hours; Monday through Thursday hours need not be changed. Renee proposed that we change our hours starting Friday, September 16th to 9:00 a.m. – 4:00 p.m. and on Saturday to 9:00 a.m. – 1:00 p.m. A motion was made changing our hours starting on September 16th to 9:00 a.m. – 4:00 on Fridays and to 9:00 a.m. – 1:00 p.m. on Saturdays by Barb and seconded by Alissa. Motion carried. We could revisit this topic if we receive complaints from our patrons. There will be a new sign put up on the door and information on this will be put in The Gilman Star and on Facebook.

For the Director's Report Renee reported that she had reached out to Tara Heisner who is happy working at a school in the Watseka school district and is not interested in the Library Director position. Renee spoke about the cost of the Library Director ads; \$100 for the U of I site; \$550.94 for the Champaign Gazette; a possible \$50 per application responded to if we signed up for LinkedIn which we had not yet done. We are housing some equipment owned by the Danforth Historical Society (photo printer, projector, scanner). Members of DHS can use these items for free. Our patrons can also use these items. The Friends of the Library were discussed next. Jan E. will continue to follow up with Gary Schmid about a check from the Friends of the Library regarding insurance. The Friends of the Library group has \$1,600 in their checking account. After a brief discussion, members of this group that were present at this meeting, Jill Cummings and Sally Newbury, said that it was alright with them to disband this organization. They also proposed that the \$1,600 in the checking account go back to the Library District and be used for receptions, retirements, etc. Jan E. will contact Sharon Borchers about meeting us at Prospect Bank to close the Friends of the Library checking account. Renee said that her last day would be September 30th and this will be her last Trustee meeting with us; we will be sad to see her go. A Library crawl will be starting October 1st and will last the entire month. Patrons can get passports stamped at our Library and at other libraries participating in this crawl. In regards to the credit card Renee will have to cancel hers and Sally would have to apply for one. The telephone auto pay charge will have to be changed to the new credit card.

With no further business to be discussed, Jill motioned to adjourn the meeting and Barb seconded the motion. A voice vote carried. The meeting adjourned at 7:35 p.m. Our next meeting will be held on October 13th starting at 6:30 p.m.

Respectfully submitted by Secretary/Treasurer *Cindy Guttendorf*