

**Gilman-Danforth District Library Board of Trustees**  
**January 9, 2020 Minutes**

The Gilman-Danforth District Library Board of Trustees met in regular session on January 9, 2020 at 6:35 pm. Board members present were President Bill Stahlschmidt, Sharon Newman, Jill Cummings, Jan Elliott. Judy Pree, Jan Villwock and Cindy Guttendorf Director Renee Wellborn and Bookkeeper Beth Zirkle were also present. There were no public comments.

The minutes of the December 12, 2019 meeting were approved as read.

The treasurer's report was reviewed, Cindy motioned to approve the treasurer's report and Jan Villwock seconded the motion. A voice vote carried.

The credit card bills were as follows: telephone \$81.70, programs \$40.94, books and periodicals \$116.01, computer fees \$168.00 and supplies \$28.74. Jill motioned to pay the bills and Jan Elliott seconded the motion. A roll call vote carried.

The Director's Report:

Renee reminded the board again in regard to the Angel Tree, the Head Start program and the success of the Toys for Tots donations. She also stated that she completed the Per Capita Grant application and submitted it at the end of December.

She advised that she submitted the application for destruction of documents and that once she receives the certificate she can begin the shredding of the files. She also said that she will not have to apply for a certificate again. She will also look into the cost of having a destruction truck come and do the shredding. Once we have destroyed the large amount of files that we now have this year, she will do a file destruction once a year. At that time she will just have to submit a copy of our certificate to do so.

Renee informed us that we now have Narcan on the premises in case such an emergency should arise. There was then a discussion in regard to the use of the drug and that if it should be used the Good Samaritan Law will apply.

Since there was no further business to be discussed, Judy motioned to adjourn the meeting and Jan Villwock seconded the motion. A voice vote carried. The meeting adjourned at 7:15 pm.

Respectfully submitted,

Sharon Newman, Secretary