

**GILMAN-DANFORTH DISTRICT LIBRARY BOARD OF TRUSTEES
FEBRUARY 9, 2023 MINUTES**

The Gilman-Danforth District Library Board of Trustees met in regular session on February 9, 2023 starting at 6:30 p.m. Board members present were Jan Elliott, Cindy Guttendorf, Barb Uehle, Judy Pree, Alissa Haase, Jill Cummings, Jan Villwock. Library Director Cole Daniel and Bookkeeper Beth Zirkle were also present. There were no public comments.

The minutes of the January 12, 2023 regular meeting were approved as read with one correction. 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 \$99.93, supplies \$557.45, programs \$1,149.34 (we are starting to purchase items for the Summer Reading Program which will have the theme "Find Your Voice"), building supplies \$85.76. Barb motioned to pay the bills and Alissa seconded the motion. A roll call vote carried.

Under General business the first topic we discussed was regarding personnel. Cole is working on updating staff job descriptions and started with one for the Assistant Library Director. He asked for and was given assistance with this from other Library Directors. After a review of this job description, and noting one correction to be made, a motion was made to accept it by Judy that was seconded by Jill. A voice vote carried. Krystal Kirchner, who has worked for the library for 20 years and has the title of Assistant Library Director, has asked for an increase in her salary. Her progress will be reviewed and we will talk at a future meeting about how she is doing on this and about a possible increase in her salary. Cole would like to do yearly staff evaluations. He is looking at classes for staff members to take; some can be viewed via Zoom. Jan V. mentioned that the Regional Office of Education is a good resource for this.

For the Director's Report Cole reported that: 1) Staff member Patty's stroke was worse than was first thought; she is currently at Rush Hospital. It looks doubtful at this time that she will return to work at the library. 2) No other Library Directors nor the IHLS had heard of the Decennial committee. The IHLS will have their attorney look at this and get back with Cole. 3) Information regarding the mowing bid has been sent to The Gilman Star. We may look at offering those who receive the snow removal and mowing bids two-year contracts. 4) Job evaluations will be worked on and Cole is asking for other Director's input regarding this topic. He hopes to have these completed by April. 5) Cole's credit card has been received; Renee's card has not yet been cancelled. 6) There will be two classes for Cole and the staff in March. 7) Preparations have been started for the Summer Reading Program. Brainstorming will be done regarding this at the staff meeting tomorrow. 8) Cole has had fun working with the staff. 9) Take home crafts will continue. Books made into movies brackets will be done in March. 10) The hot chocolate bar was a hit with 19 patrons visiting it. 11) Statistics for our programs are as follows: 8 children for Preschool story time, 36 patrons at coffee hour, 12 patrons at bingo, 8 patrons at book club.

With no further business to be discussed, Barb motioned to adjourn the meeting and Jill seconded the motion. A voice vote carried. The meeting adjourned at 7:25 p.m. Our next meeting will be held on March 9, 2023 starting at 6:30 p.m.

Respectfully submitted by Secretary/Treasurer *Cindy Guttendorf*

