

**GILMAN-DANFORTH DISTRICT LIBRARY BOARD OF TRUSTEES
MARCH 13, 2025 MINUTES**

The Gilman-Danforth District Library Board of Trustees met in regular session on March 13, 2025 starting at 6:30 p.m. Board members present were Jan Elliott, Cindy Guttendorf, Jan Villwock, Judy Pree and Jill Cummings. Alissa Haase and Barb Uehle were absent from this meeting. Library Director Cole Daniel and Bookkeeper Beth Zirkle were also present. There were no public comments.

The minutes of the February 13, 2025 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: utilities \$100.19, programs \$174.97, books and periodicals \$104.00, computer fees \$294.41, supplies \$225.07, building and maintenance \$151.22. Jill motioned to pay the bills and Judy seconded the motion. A roll call vote carried.

Jan E. opened the mowing bid received from Angel Lopez Landscaping which was for \$65 per mow. Clean up (picking up sticks prior to mowing, pulling weeds) would be done at an additional charge. A motion was made to accept the mowing bid from Angel Lopez Landscaping at \$65 per mow with clean up being done at an additional charge by Jan V. which was seconded by Jill. A roll call vote carried.

Notary information was discussed next. There are notaries at both local banks and at the Gilman City Hall. Beth Zirkle and I are also notaries. Cole does not wish to pursue being a notary public. There has not been anyone coming to the Library asking for this service. The Trustees saw no problem with Cole not pursuing this.

A 3Branch Discovery Table with Lego Top and Two Floating Storage bins is what we are going to request from the Mary Helen Roberts Grant this year and Cole thinks it would be a nice addition to the Library. The total cost is \$4,748.95; we hope to receive more than the \$2,000 we received last year for this.

An Immigration and Customs Enforcement plan was discussed next. IHLS and ALA have recently offered webinars regarding issues related to this. A warrant would be needed to get behind the Library desk or with computer access. Signs have been put up in the Library in the last few weeks in regards to this. Cole will present this plan to the staff.

In the Director's Report Cole advised us that: 1) Last week he read to the 1st-3rd grade classes at Iroquois West's Gilman Elementary School. 2) Next Friday the Iroquois West Danforth Elementary Kindergarten classes will visit during their Galavanting around Gilman day. The students will be shown how to check out books, a tour will be given of the Library and a book mark craft will be done. 3) Cole hopes to purchase a new bulletin board for Christina to use and feels this would be nice to see when patrons enter the Library. The cost would be \$160. 4) Cole recently completed both OMA and FOIA trainings. Trustees had to complete the OMA training when they were first elected. 5) Monthly statistics for our programs were as follows: Bingo had 8 patrons last month and 9 patrons this month, Book Club had 5 patrons, Coffee hour had 34 patrons throughout the month, Preschool story time had 23 children, 29 crafts were selected by patrons. The Love Your Library contest had 33 entries and the Staff chose the entry done by Debbie Treece to win the prize. Nine participants entered the Blind Date with a Book contest and Sandy Miller won the prize for this contest.

With no further business to be discussed, Jan V. motioned to adjourn the meeting and Judy seconded the motion. A voice vote carried. The meeting adjourned at 7:10 p.m. Our next regular meeting will be held on April 10, 2025 starting at 6:30 p.m.

Respectfully submitted by Secretary/Treasurer *Cindy Guttendorf*

Cindy Guttendorf