

**GILMAN-DANFORTH DISTRICT LIBRARY BOARD OF TRUSTEES
FEBRUARY 8, 2024 MINUTES**

The Gilman-Danforth District Library Board of Trustees met in regular session on February 8, 2024 starting at 6:30 p.m. Board members present were Jan Elliott, Barb Uehle, Cindy Guttendorf, Judy Pree, Jill Cummings, Jan Villwock. Alissa Haase was absent from this meeting. Library Director Cole Daniel and Bookkeeper Beth Zirkle were present. There were no public comments.

The minutes of the January 10, 2024 regular meeting were approved as read. 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 \$99.96, programs \$158.29, supplies \$266.13, computer fees \$275.96, books and periodicals \$40.00, building supplies \$129.16, Per Capita grant \$1,582.35 (for Summer Reading Program items). Barb motioned to pay the bills and Judy seconded the motion. A roll call vote carried.

We reviewed the Disaster Plan. We may review this annually in February in the future. Several corrections were made to this plan. Cole will look into getting a fireproof filing cabinet for Beth Zirkle's financial documents. The updated version of this plan will be reviewed again at our March meeting.

In regards to Personnel matters, we reviewed a Graphic and Web Designer job description that Cole had created. It is Cole's opinion that Kristina Schmidt should have this job description and a raise from her current salary of \$15.00 per hour. After a brief discussion, Barb made a motion that Kristina Schmidt have the new job title of Graphic and Web Designer and that she would receive a pay raise to \$16.50 per hour effective March 1, 2024. Judy seconded the motion. A roll call vote carried.

For the Director's Report Cole reported that: 1) Information regarding mowing bids has been prepared and recently printed in an issue of The Gilman Star. Angel Landscaping has been contacted and they will be sending in a bid. 2) The book drop has not been purchased yet. It needs to be installed professionally. Jon Harkins may be contacted to do this. 3) Cole will contact Honn Electric regarding a parking lot light issue. Barb had mentioned possibly having some extra lighting around the circle drive. We may purchase solar lights for this purpose. 4) Bad weather necessitated the Library being closed on January 13, January 22 and to start at noon on January 23. 5) The Library will be closed on February 19 for President's Day. 6) Cole is excited about the Summer Reading Program. He may look into a program regarding reading to therapy dogs, hiring a magician and incorporating the story walk into the program. 7) Monthly statistics for our programs were as follows: 4 patrons at book club, 12 patrons at the hot cocoa bar, 23 patrons at coffee hour, 24 patrons at preschool story time, 8 patrons at bingo, 6 patrons have been involved with the Blind Date with a Book program. There are two programs for Valentine's Day and the bulletin board is almost full with items from one of them. Cole inquired what the Library had done in the past with regards to the Gilman Old Boys & Girls Reunion and was advised we had a float in the parade, were a cooling center, had a large book sale and housed an Art Show. The Gilman Women's Club High School Art Show will be set up on April 8 per Barb and the reception may be held on April 25.

With no further business to be discussed, Jill motioned to adjourn the meeting and Jan V. seconded the motion. A voice vote carried. The meeting adjourned at 7:20 p.m. Our next regular meeting will be held on March 14, 2024 starting at 6:30 p.m.

Respectfully submitted by Secretary/Treasurer *Cindy Guttendorf*

