

**GILMAN-DANFORTH DISTRICT LIBRARY BOARD OF TRUSTEES
MARCH 14, 2024 MINUTES**

The Gilman-Danforth District Library Board of Trustees met in regular session on March 14, 2024 starting at 6:30 p.m. Board members present were Jan Elliott, Cindy Guttendorf, Judy Pree, Jan Villwock, Alissa Haase. Jill Cummings and Barb Uehle were absent from this meeting. Library Director Cole Daniel and Bookkeeper Beth Zirkle were present. There were no public comments.

The minutes of the February 8, 2024 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: telephone \$99.96, supplies \$540.83, computer fees \$281.12, programs \$261.16, postage \$204.00. Alissa motioned to pay the bills and Jan V. seconded the motion. A roll call vote carried.

We discussed selling property to the City of Gilman. Cole had talked with our lawyer about this and he noted that both bodies are governmental entities. This land was a gift to the Library. We will have to touch base with Mr. Hall whether part or all of the farmland is used. We are in the early days of this project and it will be talked about again at future meetings.

In regards to mowing bids we received one of them from Angel Landscaping. His bid was for \$65 per mow. It was noted that they have done a wonderful job for us in the past. They do need to send in a certificate of insurance yet. After a brief discussion a motion was made by Judy and seconded by Alissa that we accept Angel Landscaping's bid. A roll call vote carried.

We reviewed the Disaster Plan that we had looked at last month; Alissa noted her name needed to be spelled correctly and her telephone number corrected. Cole had looked at file cabinets for Beth's use. He showed us information that he had found that showed a 2-drawer file cabinet for \$1,200 and a 4-drawer file cabinet for \$2,000. Beth thinks that a 2-drawer file cabinet would be sufficient for her use. A motion was made by Alissa that was seconded by Judy that Cole purchase a 2-drawer file cabinet for Beth's use and that the Disaster Plan be approved with corrections made. A voice vote carried.

The Patron Behavior Policy was reviewed. Cole has been having issues with patrons lately.

For the Mary Helen Roberts Grant we will be asking for a book drop. Our current one is 25 years old.

For the Director's Report Cole reported that: 1) Honn Electric was out to the Library yesterday and had installed a new bulb in the parking lot. 2) Jon Harkins will install the new post for the story walk tomorrow. 3) Monthly statistics for our programs were as follows: 6 patrons at book club, 6 patrons participated in the Blind Date with a Book program, 11 children attended the Dr. Seuss program, 25 patrons attended bingo, 29 patrons attended preschool story time, 38 patrons participated in the Love Your Library program, 44 patrons attended coffee hour. All of the craft kits were taken in February and March. An Easter craft will be ready next week.

Jan E. brought up some items to discuss which included an Eclipse program to be done at our Library next month where patrons would be offered glasses that the State Library had sent out. Cole will put information in regards to this on Facebook. Jan noted that her husband had a recent conversation with Jim Jones of the Coleman Foundation. She took pictures of the plaque that we currently have which showed donations of \$500 or more towards the new library and these were sent to Mr. Jones. Jan noted that this plaque needs to be updated or a new plaque purchased that shows donations of \$500 or more to the Library. I will go back through Secretary's books and look for information for this new plaque. We

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also talked about an Onarga resident that was interested in our Libby and Hoopla programs. That resident could pay a one-time fee of between \$90-\$100 for a Library card.

With no further business to be discussed, Jan V. motioned to adjourn the meeting and Alissa seconded the motion. A voice vote carried. The meeting adjourned at 7:32 p.m. Our next regular meeting will be held on April 11, 2024 starting at 6:30 p.m.

Respectfully submitted by Secretary/Treasurer *Cindy Guttendorf*

A handwritten signature in cursive script that reads "Cindy Guttendorf". The signature is written in black ink and is positioned to the right of the typed name.