

**GILMAN-DANFORTH DISTRICT LIBRARY BOARD OF TRUSTEES
JANUARY 11, 2024 MINUTES**

The Gilman-Danforth District Library Board of Trustees met in regular session on January 11, 2024 starting at 6:30 p.m. Board members present were Jan Elliott, Barb Uehle, Cindy Guttendorf, Judy Pree. Board members Jill Cummings, Alissa Haase and Jan Villwock were absent from this meeting. Library Director Cole Daniel and Bookkeeper Beth Zirkle were present. There were no public comments.

The minutes of the December 14, 2023 regular meeting were approved as read with a correction to the word December in the heading on the first page. After a review of the Treasurer's report, Judy motioned to approve the Treasurer's report and Barb seconded the motion. A voice vote carried.

The credit card bills were as follows: telephone \$99.47, supplies \$237.59, computer fees \$443.96, building supplies \$55.59. Judy motioned to pay the bills and Barb seconded the motion. A roll call vote carried (this type of vote is used when money is being spent).

We discussed the Government/Municipal/Public Funds Resolution that was given to us by Prospect Bank. After a brief discussion regarding this form, a motion was made by Barb and seconded by Judy that we complete it. A voice vote carried. Signatures were affixed (except for Jill Cummings) and powers granted were applied. This form will be signed by Jan E. and myself on our next visit to Prospect Bank.

We then discussed CD 90210045 which is at Prospect Bank. I will be calling the bank to see what the new interest rate will be when it renews and will also advise them we are going to be taking \$6,000 out of this CD to pay for the new outside book drop.

The property lines were discussed next. Cole showed us a print out of the property that indicated the buildings are on 3.6 acres and the farm land is on 4.27 acres.

We talked about revising the Computer Network and WI-FI policies next. The Computer Network Policy had several corrections made to it. A motion was made by Barb and seconded by Judy that the corrections be made to the Computer Network Policy as discussed. A voice vote carried. After a review of the WI-FI policy a motion was made by Judy and seconded by Barb that the WI-FI policy be approved as discussed. A voice vote carried. Both of these policies are available on our computers for the patrons to see.

For the Director's Report Cole reported that: 1) We have received the replacement part for the story board. IW will pay for the replacement part and the installation (possible amount between \$100-\$125). We will be moving this story board back further from the drive when Jon Harkins installs it. 2) Cory Kline had come by and done a computer overhaul during the holidays. 3) AT&T did not terminate our contract yet, but we should be getting a \$296 refund. They have not been the easiest to work with. 4) The Per Capita grant paperwork was completed and turned in on Tuesday. Any monies we receive from that grant will go towards books and programs. 5) For the Summer Reading Program we are looking at performers and Cole will be brainstorming with the Staff. The theme this year is "Reuse, Recycle" (a nature theme). Per capita monies will be used for this program. 6) Monthly statistics for our programs were as follows: 4 patrons at book club, 8 patrons at bingo, 20 patrons at coffee hour, 22 patrons at preschool story time, 5 patrons at the hot cocoa bar. The Polar Express theme was a hit. The Library will be closed Monday, January 15th for the Martin Luther King, Jr. holiday.

With no further business to be discussed, Barb motioned to adjourn the meeting and Judy seconded the motion. A voice vote carried. The meeting adjourned at 7:30 p.m. Our next regular meeting will be held on February 8, 2024 starting at 6:30 p.m.

Respectfully submitted by Secretary/Treasurer *Cindy Guttendorf*

