

**GILMAN-DANFORTH DISTRICT LIBRARY BOARD OF TRUSTEES  
OCTOBER 10, 2024 MINUTES     "Corrected"**

The Gilman-Danforth District Library Board of Trustees met in regular session on October 10, 2024 starting at 6:30 p.m. Board members present were Jan Elliott, Cindy Guttendorf, Alissa Haase, Barb Uehle, Judy Pree. Trustees Jan Villwock, Jill Cummings and Bookkeeper Beth Zirkle were absent from this meeting. Library Director Cole Daniel was present. There were no public comments.

The minutes of the September 12, 2024 regular meeting were approved as read. After a review of the Treasurer's report, Judy motioned to approve the Treasurer's report and Alissa seconded the motion. A voice vote carried.

The credit card bills were as follows: telephone \$94.85, supplies \$1,172.36, programs \$180.51, books and periodicals \$84.96, building and maintenance \$33.09, Per Capita grant expenses \$136.98, computer fees \$281.25. Barb motioned to pay the bills and Judy seconded the motion. A roll call vote carried.

A snow removal bid was opened and reviewed from Roberto Sanchez at Be Next Landscaping. Mr. Sanchez has been very reliable; this is his third year doing this kind of work for us. His bid showed labor for the parking lot at \$140 with salt at \$27; sidewalks at \$65 with salt at \$27. We still need him to send in a certificate of insurance. A motion was made to accept this bid by Judy that was seconded by Barb. A roll call vote carried.

Requirements were reviewed for the Per Capita grant. Cole printed up the Illinois Public Library Core Standards for our review; our library follows these standards. At the November Trustee meeting we will be doing Cole's review as per Core Standard #15. At the end of this year, we will address Core Standard #23.

We reviewed and discussed Personnel policies. We added Christmas Eve on to the holidays listed as days that the Library is closed, and noted that Columbus Day is often referred to now as Indigenous Peoples Day. These policies, with the correction noted, were approved.

For the Director's Report Cole reported that: 1) We are participating in the Library Crawl this month. We have had a few visits to our library and have received positive remarks about our facility and the Story Walk. 2) Cory Kline has assisted us in purchasing a new printer, which is similar to the old one, and the staff really like it. 3) Upcoming dates that the Library is closed are October 14<sup>th</sup>, November 5<sup>th</sup> and November 11<sup>th</sup>. 4) The audit is scheduled for Thursday, November 7<sup>th</sup>. 5) The new Library patron cards will arrive tomorrow. 6) On October 29<sup>th</sup> the updated Library website will be ready. 7) The ordinances have been filed with the County Clerk. 8) Monthly statistics for our programs are as follows: 5 patrons at book club, bingo will be held later this month, 32 patrons attended coffee hour throughout the month, 24 students attended preschool story time, 29 of the crafts were given out.

We discussed local newspapers including ones in Clifton, Watseka, Cissna Park and Paxton. We also congratulated Cole on his upcoming 2-year work anniversary on October 14<sup>th</sup>.

With no further business to be discussed, Alissa motioned to adjourn the meeting and Judy seconded the motion. A voice vote carried. The meeting adjourned at 7:25 p.m. Our next regular meeting will be held on November 14, 2024 starting at 6:30 p.m.

Respectfully submitted by Secretary/Treasurer *Cindy Guttendorf*

