

**Gilman-Danforth District Library Board of Trustees**  
**December 12, 2019 Minutes**

The Gilman-Danforth District Library Board of Trustees met in regular session on December 12, 2019 at 6:30 p.m. Board members present were President Bill Stahlschmidt, Sharon Newman, Jill Cummings, Jan Elliott, Cindy Guttendorf and Judy Pree. Director Renee Wellborn and Bookkeeper Beth Zirkle were also present.

The minutes of the November 14, 2019 meeting were approved as read. After a review of the treasurer's report, Jill motioned to approve the treasurer's report and Cindy seconded the motion. A voice vote carried.

The credit card bills were as follows: Jen's credit card--supplies \$715.00 and computer fees \$14.95. Renee's credit card-building supplies \$36.32, telephone \$81.70, Mary Helen Roberts Trust \$1,754.50, supplies \$422.01, programs \$137.68, books and periodicals \$129.08 and postage \$55.00. Jan motioned to pay the bills and Judy seconded the motion. A roll call vote carried.

**Director's Report:**

Renee reported that the fire extinguishers were tested and the furnace motor has been replaced. She also stated that there is a need to replace a light bulb in a large light in the hallway.

The Halls have requested a three year contract for mowing and excavation. After discussion, it was decided by the board to extend their services for a year and then enter into a three year contract in the fall of 2020 after the bid letting has occurred.

Renee then stated that the archivist had visited the library in regard to the destruction of documents. The archivist will be sending a certificate at which time the destruction of the documents can begin. Renee said this should begin sometime in March. Also, Renee stated that every application for a library card must be kept until the subject of the application is no longer a patron.

Renee then advised that we received one and a half boxes of toys for this year's Toys for Tots campaign. She also stated that there were twenty book donations for the Angel Tree and that she will begin distributing the books next Thursday the nineteenth.

With no further business to be discussed, Jill motioned to adjourn the meeting and Judy seconded the motion. A voice vote carried. The meeting adjourned at 7:02 pm.

Respectfully submitted,

Sharon Newman, Secretary