

Greenville Public Library
Library Materials Committee Meeting

414 West Main Street

Greenville, Illinois 62246

July 10, 2024

3:30 p.m.

MINUTES

1. Call to order: Judy Cox called the meeting to order at 3:28 pm.
2. Roll Call of Members: Present: Judy Cox, Cynthia Wiegand, and Amanda O'Regan.
Also present: Christal Valentin.
3. Public Comments: There were none.
4. Discussion of Book Selections: Board members discussed the books they selected for consideration of purchase.
5. Adjourn: Cynthia Wiegand made a motion to adjourn. Amanda O'Regan seconded the motion. The meeting adjourned at 4:27 pm.

Greenville Public Library Trustees Meeting
Greenville Public Library
Tuesday, July 16, 2024
4:00 pm
Minutes

1. Call to Order: Chance Vohlken called the meeting to order at 4 pm.
2. Roll Call of Members: Present: Kayla Curry, Cynthia Wiegand, Lorna Gaffney, Judy Cox, Amanda O'Regan, and Chance Vohlken. Absent: Jane Wilhite, Bob Munshaw, and Kyle Littlefield. Also present: Christal Valentin.
3. Public Comment: There were none.
4. Approval of Minutes:
 - a. Approval of June 13, 2024 Board Meeting Minutes: Can we approve with missing Public Comment?
 - b. Approval of June 12, 2024 Library Materials Committee Minutes: Motion made by Judy Cox. Seconded by Amanda O'Regan. Approved 6-0
 - c. Approval of March 11, 2024 Policy and Personnel Committee Meeting Minutes: Motion made by Judy Cox. Seconded by Lorna Gaffney. Approved 6-0.
5. Approval of June 2024 Bills as Presented: Motion made by Amanda O'Regan. Seconded by Cynthia Wiegand. Approved 6-0.
6. Finance Report
 - a. Cash/Investments Report: Report needs a few updates.
 - b. Endowment Report
7. Friends of the Greenville Public Library Report: No report made.
8. Director's Report:
 - A. Library Long Term Goals/Projects/Discussion:
 - B. Elevator Inspection: The elevator inspector informed that the fire extinguisher was out of date for inspection. The owner of the previous company has had health issues. It was suggested that other companies, such as Campbell Fire & Safety, be approached.
 - C. AC Unit Installed
9. Head Librarian's Report-Summer Reading Update: Christal Valentin reported that 157 children have signed up for "Ice Cream for Books" and have earned 157 Dilly Bar coupons. Thirteen high school students and 50 adults have signed up for their summer reading programs. August 1 st is the last day to earn a coupon and submit Reader's Slips.

July's story time programming is underway. Christal also gave a digital resource update.

10. Committee Reports

- A. Library Materials Report: Met and submitted book selections.
- B. Finance Report: Did not meet.
- C. Publicity Report: Did not meet.
- D. Personnel and Policy Report: 2nd reading of an addition to the policy to read: “Administrative employees will annually attend a minimum of 8 hours of training/workshops pertinent to job performance. Other staff will annually attend a minimum of 4 hours of training/workshops pertinent to job performance.” and to be placed in Section Four, Subsection III, I.
- E. Building and Grounds Report: Did not meet, but will be meeting with Jo soon to discuss building concerns.

11. Old Business

Executive Session: discussion of the purchase or sale of real estate: The Board members present decided not to go into executive session and to discuss at a later date.

12. New Business

Next Board Meeting --Thursday, August 8, 2024, 4:00 p.m.

13. Adjourn: Motion made by Lorna Gaffney. Seconded by Amanda O'Regan. Approved 6-0. The meeting adjourned at 4:30 pm.

Greenville Public Library
Building and Grounds Committee Meeting
414 West Main Street
Greenville, Illinois 62246
August 1, 2024
4:00 pm
Minutes

1. Call to Order: Chair Kayla Curry called the meeting to order at 4:02 pm.
2. Roll Call of Members: Present: Bob Munshaw, Jane Wilhite, and Kayla Curry. Also present: President Chance Vohlken and Director Jo Keillor.
3. Public Comment: There were no public comments.
4. Discussion of Tuckpointing:
Jo Keillor presented quotes for tuckpointing from Gebke and from Gabe Mendoza. After discussion, Jane Wilhite moved to hire Gabe Mendoza pending proof of insurance and another reference. Bob Munshaw seconded the motion. Approved 3-0.
5. Discussion of Cleaning Service:
Jo Keillor recommended that Dixie Harrison be hired to clean the Library for 3 hours every week. Chance Vohlken volunteered to look into an affidavit with her. Dixie is to continue in the meantime.
6. Discussion of Phone System:
Jo Keillor reported there have been many issues with the phone system that have occurred after the installation of the new FAX/copier. She is currently waiting to hear from Mark Gan. Kayla Curry recommended that he responds better to texts. Keillor will keep the committee informed.
7. Walk Through of Building:
Jo Keillor led the committee on a walk through of various issues throughout the building. The committee recommended that she contact DePaolo's to fix the rubber transition slips from the carpeted areas to the tiled areas and the plastic baseboard at the bottom of the stairs. The committee also recommended she contact another company to check the fire extinguishers.
8. Adjourn: Bob Munshaw moved to adjourn. Jane Wilhite seconded the motion. Approved 3-0. The meeting adjourned at 5:03 pm.