

**Greenville Public Library Trustees Meeting**  
**The Bradford Room**  
**Greenville, Illinois. 62246**  
**Nov. 10, 2022**  
**Minutes**

1. Call to Order: Dale Martin called the meeting to order at 4:01 p.m.
2. Roll Call of Members: Present: Kayla Curry, Dale Martin, Kyle Littlefield, Curtis Flake, Lorna Gaffney, Cynthia Wiegand, Jane Wilhite, Chance Vohlken (arrived 4:04). Absent: Judy Cox. Also present: Director Jo Keillor, Head Librarian Christal Valentin, Friends of Library representative Velma Cochrane, Media representative Rachel Sponsler.
3. Public Comments: None
4. Approval of Minutes: Approval of September 8, 2022 minutes- Motion to accept by Kyle Littlefield. 2<sup>nd</sup> by Cynthia Wiegand. Approved 8-0. Approval of October 13, 2022 minutes- Motion to accept by Kayla Curry. 2<sup>nd</sup> by Kyle Littlefield. Approved 8-0.
5. Approval of October 2022 Bills as presented-Jo Keillor pointed out we have received the 1<sup>st</sup> installment of real estate taxes as well as the levy payment. There was a payment to MasterCard for \$695.70 to cover the annual cost for hotspot units. Motion to accept the bills as presented by Dale Martin. 2<sup>nd</sup> by Curtis Flake. Approved 8-0.
6. Financial Report: Director Keillor presented the finance reports.
  - a. Cash/Investments Report: 2 CDs at Bradford Bank have a Maturity Date in early December.
  - b. Endowment Report: There is a CD at 1<sup>st</sup> National Bank maturing on Nov. 20, 2022
7. Friends of the Greenville Public Library Report: Velma Cochrane reported the FGPL will hold their 1<sup>st</sup> Annual Meeting on December 5, 2022 at 6:30 p.m. at the Bradford Room. They will elect officers and present a check to The Library. There was a Round Table of local authors in November. There were 40 attendees, and it was very well received. One of the authors, Molly Martin, donated back the \$175 that had been donated to her.
8. Director's Report:
  - a. Library Long Term Goals/Projects/Discussion
    - i. The Library Crawl ended October 31. Director Keillor was able to visit other libraries. She reported that she saw some things she wished we could have in Greenville, i.e. a permanent story walk. But, she also saw some things she is glad we are not dealing with here, i.e. having the library facilities in a store front building.
    - ii. There is a library flyer now available for the winter season.
  - b. Per Capita Grant Requirements FY21:
    - i. Trustees read "Serving Our Public 4.0: Standards for Illinois Public Libraries." The checklists for chapters 10-13 were discussed. Chapter 10: (Programming) had no issues of concern. Chapter 11: (Youth/Young Adult Services) led to comments about working on a Simple Room Connection. Director Keillor has attempted to create a Youth Advisory Board, giving the youth a bulletin board for book recommendations, and a

book club. It has been difficult to get follow through from the young adults. She will keep up the efforts. The shelving in the youth room is not appropriately sized for easy accessibility. Chapter 12: (Technology) A representative from Clear Wave is getting information on the library accessing the fiberoptics being installed in the city. There was a question raised about an ADA compliant website. Director Keillor will look into what the guidelines are for that.

- c. The library will be closed Nov. 11, Nov. 24, and Nov. 25. It will close at 4:30 on Wednesday, Nov. 23
- d. Lorna Gaffney was introduced as the newest board trustee. She is replacing Dieadre Schaufelberger. She says she is a fan of public libraries and is excited to be on the board.
- e. Long Range Planning:
  - i. It was reported in October that there were ongoing discussions with landowners of a potential building site. The owners of half of the property are not interested in letting go of their ownership. Bill Walker, with the City of Greenville, is looking at possible sites.
  - ii. Jo Keillor states she feels the dip in the library floor is getting worse. It was discussed what the next steps would be to remedy the problem. President Vohlken will reach out to a local contractor to get an OPINION on the severity of the issue and/or where we turn for solutions. Both the Finance Committee and the Building and Grounds Committee will meet and discuss the issue.
- f. Boiler Inspection: The boiler passed inspection. There was one bleeder that was clogged and replaced.

9. Committee Reports

- a. Library Materials Report: Material suggestions were submitted and ordered
- b. Finance and Records: Did not meet
- c. Publicity and Promotions: Did not meet
- d. Policy and Personnel: Did not meet
- e. Building and Grounds: Did not meet

10. Unfinished Business: There was none

11. New Business: There was none

12. Next Board Meeting is Thursday, Dec. 8, 2022 4:00 p.m. at The Bradford Room

13. Adjourn: Kyle Littlefield motioned to adjourn. Kayla Curry 2<sup>nd</sup>. Approved 8-0 Meeting adjourned at 4:54