

**Greenville Public Library Trustees Meeting**  
**The Bradford Room**  
**Greenville, Illinois 62246**  
**September 8, 2022**  
**Minutes**

1. Call to Order: Board President Chance Vohlken called the meeting to order at 4:00 pm.
2. Roll Call of Members: Present: Cynthia Wiegand, Chance Vohlken, Dieadre Schaufelberger, Kyle Littlefield, Dale Martin, Curtis Flake, Jane Wilhite, Judy Cox 4:08. Absent: Kayla Curry. Also present: Director Jo Keillor, Head Librarian Christal Valentin, Friends of Library representative Velma Cochrane, and Advocate reporter Rebecca Sponsler.
3. Public Comments: There were none.
4. Approval of Minutes:
  - a. Approval of August 11, 2022 Board Meeting Minutes: Dale Martin motioned to approve the August 11, 2022 Board Meeting minutes. Kyle Littlefield seconded the motion. Approved 7-0.
  - b. Approval of September 6, 2022 Finance Committee Meeting minutes. Kyle Littlefield motioned to approve the September 6, 2022 Finance Committee Meeting minutes. Dieadre Schaufelberger seconded the motion. Approved 7-0.
5. Approval of August 2022 Bills as Presented: Director Jo Keillor presented the August 2022 bills, pointing out some of the higher bills paid. Some of them included the elevator inspection, an order for checks/deposit slips, a cart for 1,000 BBK books, and a large order from Baker & Taylor. Dale Martin motioned to approve the August 2022 bills as presented. Cynthia Wiegand seconded the motion. Approved 8-0.
6. Finance Report: Jo Keillor presented the finance reports.
  - a. Cash/Investments Report
  - b. Endowment Report
7. Friends of the Greenville Public Library Report: Velma Cochrane reported the FGPL held a "Night at the Library" on Tuesday, September 6. The invited guests included members of FGPL, members of the Greenville City Council and trustees of the Greenville Public Library Board. She felt it was a successful event that provided insight and conversations about the needs and successes of the library. There was a fundraiser held at the Huddle House in Greenville which raised \$255.77.
8. Director's Report:

- a. Library Long Term Goals/Projects/Discussion:
- i. The first toddler story time was held Wednesday, Sept. 7, 2022. Attendance was small but it will hopefully grow.
  - ii. There will be a story walk collaboration between the library, the KRP program and the Kingsbury Park District from October 7-17, 2022. There is some discussion on if the walk will be placed at William S. Wait Park. The story to be presented will be The Leaf Man.
  - iii. There are currently 62 enrolled in the 1,000 Books Before Kindergarten program. There have been 70 prizes handed out thus far. There has been 1 child who has successfully read the 1,000 books. (And it was completed in a few months time.)
  - iv. John Goldsmith and Kevin Kaegy will again present a Cemetery Walk on Saturday, October 8, 2022. There will be 2 times offered. It will take place at Montrose Cemetery.
  - v. On Wednesday, September 14, 2022 the Illinois Libraries Present presentation will be "A Conversation with Marlee Matlin." It will be available via Zoom.
  - vi. Director Keillor encouraged the trustees to sign up for the "Members Matter" online conference on November 17, 2022. It is free of charge. It will have sessions for directors, head librarians, and trustees.
  - vii. There will be a library crawl that takes place again in the month of October. There will be a passport that can be taken to IHLS libraries. If passports are presented to Greenville Library with 5 or more stamps they will provide a free book from the stash of donated books.
- b. Per Capita Grant Requirements FY23:
- i. Trustees had read "Serving Our Public 4.0: Standards for Illinois Public Libraries." The checklists were discussed. In Chapter 2-Governance and Administration it was discussed that there is an absence of a long-range plan. It has been awhile since we have provided a survey of the community members. There is currently not a succession plan for filling library leadership and other personnel. It was discussed that if trustees attended the November Members Matter conference it would help meet the requirement for board members to attend conferences pertinent to libraries. The checklist for Chapter 3-Personnel was deemed to be successfully completed. The Chapter 4-Access checklist was discussed. The item that states the library "provides the right amount of space" was noted to be in non-compliance. Likewise, the shelving and display/storage units were deemed to be lacking. (In both the upstairs and downstairs areas.) Trustees will read chapter 5-9, review the checklist at the end of each chapter, and report on their findings at the November meeting.
- c. Long Range Planning:
- i. It is felt that prior to making a presentation to the City Council it would be beneficial to have an alternate location to suggest. One site that had been considered is no longer available. It was decided to form an Ad Hoc committee for long range planning.

9. Head Librarian's Report: Head Librarian Christal Valentin reported that the number of patrons in August 2022 was 99 more than a year ago but more than 1000 less than in 2019. Attendance is steadily rising since Covid restrictions have lightened. There were a total of 9 programs offered in August. Mrs. Carlson's 4<sup>th</sup> grade class from Greenville Elementary School will be visiting the library next week. Christal will read a story about the Dewey Decimal System, show them around the library, and then have them look for answers to library jokes by using call numbers and book titles. In October she will visit the students at GES as a follow-up. There will be another adult coloring contest starting Sept. 9 and running through Sept. 24. Christal will withdraw all the cards that have expired in 2017 and 2018. Only accounts that have no fines will be deleted. This process will also allow her to clean up the records. (Checking on change of address-patrons who have passed away-incorrect phone numbers/addresses)

10. Committee Reports:

1. Library Materials Report: The committee submitted their lists and books were ordered. Appreciation was mentioned for both the director's and head librarian's help.
2. Finance and Records Report: The minutes from the Sept. 6 meeting were approved earlier in the meeting.
3. Publicity and Promotions Report: The committee did not meet.
4. Policy and Personnel Report: The 2<sup>nd</sup> reading of the Film and Photography Policy was read and discussed. Jane Wilhite motioned to approve the policy and have it added to the Policy Manual. Kyle Littlefield seconded the motion. Approved 8-0.
5. Building and Grounds Report: The committee did not meet.

11. Unfinished Business: There was none.

12. New Business: There was none.

Next Board Meeting is Thursday, October 13, 2022, 4:00 pm.

13. Adjourn: Dieadre Schaufelberger motioned to adjourn. Curtis Flake seconded the motion. Approved 8-0. The meeting adjourned at 4:55 pm.