

Greenville Public Library Trustees Meeting

Greenville, IL 62246

June 13, 2024

Minutes

1. **Call to Order**-Chance Vohlken called the meeting to order at 4:06 p.m.
2. **Roll Call of Members**-Present: Chance Vohlken, Jane Wilhite, Bob Munshaw, Amanda O'Regan, Kayla Curry, Cynthia Wiegand, Judy Cox, and Kyle Littlefield. Absent: Lorna Gaffney. Also present: Jo Keillor, Christal Valentin.
3. **Public Comments**: There were no public comments.
4. **Approval of Minutes**
 - a. **Approval of May 9, 2024 Board Meeting Minutes**-Motion by Kayla Curry. 2nd by Kyle Littlefield. Approved 8-0.
 - b. **Approval of May 8, 2024 Library Materials Committee Meeting Minutes**-Motion by Judy Cox. 2nd by Amanda O'Regan. Approved 8-0.
 - c. **Approval of May 23, 2024 Special Board Meeting Minutes**-Motion by Kyle Littlefield. 2nd by Kayla Curry. Approved 8-0.
 - d. **Approval of May 30, 2024 Finance Committee Meeting Minutes**-Motion by Kyle Littlefield. 2nd by Cynthia Wiegand. Approved 8-0.
5. **Approval of April 2024 Bills**- Motion by Amanda O'Regan. 2nd by Judy Cox. Approved 8-0.
6. **Finance Report**
 - a. **Cash/Investments Report**:
 - b. **Endowment Report**:
 - c. **Annual Audit**:
7. **Friends of the Library Report**: No members present.
8. **Director's Report**
 - a. **Library Long Term Goals/Projects/Discussion**- Summer Reading Wednesdays events are starting July 10 with circus games and guest readers during July.
 - b. **Per Capita Grant Letter**-The per capita grant has been amended and will be raised 1 cent per resident.
 - c. **Illinois Technology Grant**-Director Keillor has submitted a grant application for \$12,500. These funds will cover continuing costs for computers (LazerWare) and a committed phone line for the fax.
 - d. **AC Unit Bids**-We have 3 units. The west side is not working. We have received bids from Culbertson Heating & Cooling, Weeke Sales & Service, and Stombaugh's Heating & Air Conditioning. The finance committee recommends accepting the low bid (Culbertson) IF they will service all brands/units. If not, reach out to Stombaugh's and see if they will service all brands/units. Motion by Kyle Littlefield. 2nd Bob Munshaw. Approved 8-0.
 - e. **Annual Non-Resident Fees**-It will remain \$40/year per household. Motion by Kayla Curry. 2nd Jane Wilhite. Approved 8-0.
 - f. **IPLAR (Illinois Public Library Annual Report)** Director Keillor is completing the report that is due at the end of June.
 - g. **Committee Assignments**-The trustees are appointed to the following committees--**Building and Grounds**-Kayla Curry (chair), Bob Munshaw, Jane Wilhite. **Finance and Records**-Kyle Littlefield (chair), Amanda O'Regan, Cynthia Wiegand. **Library Materials**-Cynthia Wiegand,,

Judy Cox (chair), Amanda O'Regan. **Policy and Personnel**-Lorna Gaffney (chair), Judy Cox, Kyle Littlefield. **Publicity and Promotions**- Jane Wilhite (chair), Kayla Curry, Lorna Gaffney.

9. **Head Librarian's Report**- There were 1613 patrons in May. This is up over 200 from 2023. Summer Reading currently has 82 children, 8 high school students, and 33 adults signed up for incentives. The Simple room is signing up several of their P24 participants. The first drawing is June 20. Wednesday activities will begin July 10.

10. Committee Reports

- a. **Library Materials Report**-They submitted recommendations.
 - b. **Finance Report**-Submitted minutes for approval earlier in today's meeting. There was money reserved from a CD in case of a large purchase that may be made.
 - c. **Publicity Report**-Did not meet.
 - d. **Personnel and Policy Report**-Did not meet.
 - e. **Building and Grounds Report**-Did not meet. Director Keillor would like to have a walk through soon.
11. **Unfinished Business**- The board went into executive session to discuss purchase or sale of real estate and will not return upon conclusion of executive session. Motion by Jane Wilhite. 2nd by Kayla Curry. Approved 8-0.
12. **Next Board Meeting**-Thursday July 11, 2024, 4:00 p.m. Location-Greenville Public Library