

Greenville Public Library  
Library Materials Committee Meeting  
414 West Main S., Greenville, Illinois  
July 19, 2023  
9:30 a.m.

Minutes

1. Call to Order: Chair Cynthia Wiegand called the meeting to order at 9:30 a.m.
2. Roll Call of Members: Members present were Cynthia Wiegand, Dale Martin, Judy Cox, Christal Valentin *ex officio*; absent: none.
3. Public Comments: No public comments were presented.
4. Discussion of Policy Manual issues:

Cynthia Wiegand, Chair, provided excerpts from the library's most current Policy Manual pertinent to this committee (Section 3. Bylaws: 6.B. Library Materials Committee, p. 6, and Section 5. Materials and Services: 1.A General Policy, p. 28), noting our committee's call to "advise and assist" and how some language did not reflect current practices (both whom we "advise and assist", and our not meeting monthly).

Judy Cox would like to start meeting in person but preferably in the lower level of the library. Dale Martin noted that we did seem to have functioned well without meeting in person.

Christal Valentin, Head Librarian, recommended the committee consider changing the vocabulary of the Manual on both pages to reflect the fact that the committee assists and meets with the Head Librarian, not the Library Director. Regarding our not meeting monthly, she also wondered if meeting every other month might be a good compromise, and if we should simply change the language to say we meet "regularly" to allow for variation. She further noted the value of in-person meetings in seeing who recommended what, and understanding the titles' attraction for them. She commended Cynthia's follow-up practice of evaluating/reading the new books (especially those she recommended herself) to the whole committee. It hurts to see books not read; however, not only usage but also diversity/variety in the collection must be considered. The needs of our current collection impact purchases, and she must balance them against limited funding and space. We do need to publicize this committee's agenda and minutes, going forward; it continues to be important to attend to the details of the Open Meetings Act, even for this committee.

Cynthia noted that a quorum of our committee of three would be two Board members in attendance, so the committee would need to plan in advance and cancel the meeting if we knew two of them would be gone. Christal recommended that the committee consider meeting regularly at the library on the Thursdays of Board Meetings (as flexible dates can easily slip our minds), with full-attendance meetings starting at 3:15 and smaller (i.e., two-member) meetings beginning at 3:30.

Much discussion ensued...

Finally Judy Cox made the motion, with a second by Dale Martin, that the Committee recommend to the Board that the language of Section Five, 1.A of the Policy Manual (p. 28, second paragraph, beginning with second line) be amended per italicized words to:

...provide assistance to *library administrators* in the selection and disposition of library materials. *Library administrators* will meet *regularly* with the committee and provide a listing of materials for acquisition or disposition for their review and approval. Staff and committee members may also contribute listings of materials for consideration and are to be familiarized with techniques and aids

for materials selection. Priorities in selection will be based upon *ongoing staff analysis* of the collection to determine areas of need and community and patron usage.

The motion passed by acclamation. (It was also noted that Christal and the Policy Committee may want to revisit the phrasing “Board of Directors” in the first line of that paragraph, as a global change to “Board of Trustees” may have been adopted in the last policy revision, but not yet implemented.)

Cynthia Wiegand made the motion, with a second by Dale Martin, that the Committee recommend to the Board that the language of Section Three, 6.B of the Policy Manual (p. 6, third paragraph, third line) be amended per italicized words to:

...advise and assist the *library administrators* in the selection for acquisition of books, ...

The motion passed by acclamation.

5. Discussion of schedule for meetings:

Following further discussion, Cynthia Wiegand made the motion, with a second by Dale Martin, that the committee attempt to meet monthly at 3:15 just prior to Board meetings, depending on the availability of a quorum, with the understanding that any meeting would be cancelled should two members not be able to attend, or should Christal Valentin not be able to attend.

Discussion ensued as to whether the meeting start could be delayed to 3:30 should just one member become unable to attend following posting of the agenda, with the consensus that needing to observe the posted agenda would prevent such flexibility. (Further discussion involved whether or not having a “regular” meeting schedule would require posting a notice of cancellation even if an agenda had never been posted; after conferring with Library Director Jo Keillor, who also conferred with Kyle Littlefield, it was determined that such would not be required.)

The motion passed by acclamation.

6. Adjourn: The meeting was adjourned by acclamation at 10:40 a.m.

Respectfully submitted

Judy Cox  
Secretary *pro tem*