

# Greenville Public Library Trustees Meeting

Greenville, IL 62246

April 11, 2024

## Minutes

1. Call to Order-Chance Vohlken called the meeting to order at 4:00 p.m.
2. Roll Call of Members-Present: Cynthia Wiegand, Kyle Littlefield, Jane Wilhite, Chance Vohlken, Judy Cox, Lorna Gaffney, Amanda O'Regan, Kayla Curry, and Bob Munshaw. Also present: Director Jo Keillor and Head Librarian Christal Valentin.
3. Public Comments- None
4. Approval of Minutes
  - a. Approval of March 14, 2024 Minutes-Motion by Judy Cox. 2nd by Lorna Gaffney. Approved 9-0.
  - b. Approval of March 14, 2024 Library Materials Committee Meeting Minutes-Motion by Kyle Littlefield. 2nd by Cynthia Wiegand. Approved 9-0.
  - c. Approval of March 28, 2024 Publicity Committee Meeting Minutes- Motion by Kayla Curry. 2nd by Amanda O'Regan. Approved 9-0.
  - d. Approval of April 9, 2024 Policy and Personnel Committee Meeting Minutes- Approved 9-0.
5. Approval of March 2024 Bills- Motion Kayla Curry. 2nd by Kyle Littlefield. Approved 9-0.
6. Finance Report
  - a. Cash/Investments Report:
  - b. Endowment Report:
7. Director's Report:
  - a. Library Long Term Goals/Projects/Discussion- Welcome to the new board member, Bob Munshaw.
  - b. Eclipse Review-The eclipse trivia night was successful. There were 9 tables and several silent auction items. Approximately \$2500 was raised. 35 people attended the Sunday afternoon talk. 12 attended the evening viewing. There are still shirts left.
  - c. 24-25 Proposed Budget- This is the 2nd reading. Motion by Kayla Curry. 2nd by Kyle Littlefield. Approved 9-0.
  - d. Statement of Economic Interest- They must be submitted by May.
  - e. Committee Assignments-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 (chair), Judy Cox, Amanda O'Regan. Policy and Personnel-Lorna Gaffney (chair), Judy Cox, Kyle Littlefield. Publicity and Promotions- Jane Wilhite (chair), Kayla Curry, Lorna Gaffney.
8. Head Librarian's Report-There were 1534 patrons in March. Computer patrons numbered 185. There were 10 programs. (6 active, 4 passive). The library printed 76 copies of tax forms for patrons. The last visit of the school year with Mrs. Carlson's class will happen April 12. April is National Poetry Month. There is poetry contest in 3 age groups. The current online portal for

managing patron accounts will be moving to a new platform. Christal and Jo will begin training. This will not impact patron usage.

#### 9. Committee Reports

- a. Library Materials Report-They submitted recommendations.
- b. Finance Report-Did not meet.
- c. Publicity Report-There will be a book sale on April 20.
- d. Personnel and Policy Report-Brought Point 4A regarding paid time off with "minimum" of 1-hour increments being adjusted. Motion by Jane Wilhite. 2nd Lorna Gaffney. Approved 9-0.
- e. Building and Grounds Report-Did not meet.

10. Unfinished Business- There was a discussion about establishing a committee of townspeople. Kyle will be the Council representative. Chance will be the Trustee representative. If we have suggestions on citizens to be on the committee give them to Chance.

11. New Business- Quick Books will no longer support Pay Roll. Director Keillor reached out for some options. West will provide the service for \$125 per month. She is uncomfortable with no having input into payroll. There was discussion about adding the payroll option to the current Quick Books. There is possibly a not-for-profit version that will work.

12. Next Board Meeting-Thursday, May 9, 2024, 4:00 p.m. Location-Greenville Public Library

13. Adjourn-Bob Munshaw made a motion to adjourn. 2nd by Kayla Curry. Approved 9-0.

Meeting adjourned at 4:54 pm.