

# Greenville Public Library Trustees Meeting

The Bradford Room

Greenville, IL. 62246

April 13, 2023

## 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, Judy Cox, Chance Vohlken, Jane Wilhite, Lorna Gaffney, Curtis Flake, and Dale Martin. Kayla Curry arrived at 4:05 p.m. Absent-Kyle Littlefield. Also present- Director Jo Keillor, Head Librarian Christal Valentin, Media Representative Rachel Terry.
3. **Public Comments**-There were none
4. **Approval of Minutes**
  - a. **Approval of March 9, 2023 Board Meeting Minutes**-Motion to approve by Dale Martin. 2<sup>nd</sup> by Curtis Flake. Approved 7-0.
  - b. **Approval of April 12, 2023 Building and Grounds Committee Meeting Minutes**- Motion to approve by Curtis Flake. 2<sup>nd</sup> by Lorna Gaffney. Approved 7-0
5. **Approval of March 2023 Bills as Presented**-Motion to approve by Judy Cox. 2<sup>nd</sup> by Cynthia Wiegand. Approved 7-0
6. **Finance Report**- Director Keillor presented financial reports. There were no questions.
  - . **Cash/Investments Report**
  - a. **Endowment Report**
7. **Director's Report**
  - . **Library Long Term Goals/Projects/Discussion**-Stombaugh's came to inspect the AC units. One unit has a bad condenser. With the age of the unit, it was recommended to look into replacing the unit rather than just the condenser. Quotes were received from Stombaugh's (\$9,635.00), Weeke Sales (\$6837.00), and Culbertson Heating and Cooling (\$7,200.00). Motion by Kayla Curry to accept the Weeke quote. 2<sup>nd</sup> by Judy Cox. Approved 8-0. The library will start new and expanded hours on May 1, 2023. The new hours will be Monday, Tuesday, and Friday 9:00 -5:00. Wednesday and Thursday 9:00-7:00. And Saturdays 9:00-12:00. This change will necessitate having future board meetings at the library.
    - a. **2023-2024 Budget**- The budget for 23-24 had been presented at the March meeting. Motion to approve by Dale Martin. 2<sup>nd</sup> by Kayla Curry. Approved 8-0.
    - b. **Conflict of Interest Statements/OMA Training/Sexual Harassment Prevention Training**- Director Keillor reminded trustees to turn in the conflict of interest statements to city hall. It is also necessary to complete training on OMA and Sexual Harassment Prevention. Turn in certificates of completion to Director Keillor as soon as possible.
    - c. **Muni Band Concert**-June 8 at 7:00. Friends of the Greenville Public Library will provide refreshments.
    - d. **Decennial Committee**- On June 10, 2022 Governor Pritzker signed legislation (decennial committees) to require certain governmental entities to do an efficiency check. There is a

question if public libraries are exempt since we are city owned and cities are not required to create the committee. ILHS is checking with attorneys and will hopefully have an answer by the May board meeting.

**e. Powerpoint Review-** Board President, Chance Vohlken, presented a rough draft of a PowerPoint presentation to be used at a City Council meeting. The purpose of this presentation is to inform them of the studies and discussions that have been held regarding the perks and problems of the current library building. There was a discussion on possible additions, tweaks in language, and how best to present the information. Lorna Gaffney and Chance Vohlken will make changes and present it to the trustees at a future meeting.

#### **8. Head Librarian's Report-**

. Attendance for March was up from 2022 by 200+ but still down from pre-pandemic. There were 10 programs (6 active and 4 passive).

**a.** The library printed 65 tax forms for patrons. They are grateful for the service.

**b.** Summer Reading Program materials will be ordered soon. Weeding through books continues to present the problem of what to do with the removed books. The current supply will be added to the April 22 book sale. There will be a need for future books. Kayla Curry suggested that we check with the city to see if they have storage space available. (Since we are a city owned unit.)

#### **9. Committee Reports**

. **Library Materials Report-**They submitted recommendations. 31 books were ordered.

**a. Finance Report-**Did not meet

**b. Publicity Report-**Did not meet. However, there will be a book sale on library lawn on Saturday, April 22 from 9-12. Trustees were invited to sign up to help. Lorna Gaffney says the art instructors at the high school and university will be interested in some of the unsold books.

**c. Personnel and Policy Report-**Did not meet. Will schedule a meeting soon.

**d. Building and Grounds Report-**Met on April 12, 2023. Story walk signs were discussed. They discussed tuckpointing and advised Director Keillor to obtain bids. When discussing renovation and ceiling/floor issues it was decided the projects should be undertaken in the following order- 1) Ceiling Tile/Floor Assessment, 2) Painting, and 3) Carpeting. Lorna Gaffney made the motion to accept the quote from Bruce Unterbrink Construction (\$2,337.50) for the Ceiling Tile/Floor Assessment. 2<sup>nd</sup> by Curtis Flake. Approved 8-0. Curtis Flake made a motion to approve a bid from Scott's Painting (\$2515.00). 2<sup>nd</sup> by Dale Martin. Approved 8-0.

#### **10. Unfinished Business**

. **Potential Renovation Update** (See section 9-e above.)

**a. Ceiling/Floor Issue** (See section 9-e above.)

#### **11. New Business-None**

**12. Next Board Meeting-Thursday, May 11, 2023, 4:00 p.m. Location-Greenville Public Library**

**13. Adjourn-**Lorna Gaffney motioned to adjourn. 2<sup>nd</sup> Judy Cox. Approved 8-0. Adjourned 5:14.