

Greenville Public Library Trustees Meeting
The Bradford Room
Greenville, Illinois 62246
Conference Call available – 978-990-5084 password 8638025
April 14, 2022
4:00 p.m.
Minutes

1. Call to Order: Board President Dale Martin called the meeting to order at 3:59 pm.
2. Roll Call of Members: Present: Dale Martin, Chance Vohlken, Kayla Curry, Cindy Catron, Cynthia Wiegand, Judy Cox, Kyle Littlefield, and Jane Wilhite (4:01 pm.)
Absent: Deadre Schaufelberger. Also present: Director Jo Keillor, Head Librarian Christal Valentin, and Advocate Reporter Rebecca Sponsler.
3. Public Comments: There were none.
4. Approval of Minutes
 - a. Approval of March 10, 2022 Board Meeting Minutes: Kyle Littlefield motioned to accept the March 10, 2022 Board meeting minutes. Kayla Curry seconded the motion. Approved 7-0.
 - b. Approval of March 16, 2022 Publicity and Promotions Committee Meeting Minutes: Kyle Littlefield motioned to accept the March 16, 2022 Publicity and Promotions Committee meeting minutes. Jane Wilhite seconded the motion. Approved 7-0.
 - c. Approval of April 8, 2022 Building and Grounds Committee Meeting Minutes: Kayla Curry motioned to approve the April 8, 2022. Cynthia Wiegand seconded the motion. Approved 7-0.
5. Approval of March 2022 Bills as Presented: Jo Keillor presented the March 2022 bills. She pointed out that there were five checks to the City, instead of the usual four, due to the February utility bill being received after the February board meeting. Cindy Catron motioned to approve the March 2022 bills as presented. Judy Cox seconded the motion. Approved 7-0.
6. Finance Report
 - a. Cash/Investments Report
 - b. Endowment Report: Jo Keillor reported that BNB CD #138705 matured on March 31, 2022. The interest from the original deposit (#3533.40) was put in the BNB Money Market #2640 to be used for stairs and for the summer reading program. The original amount of \$175,000 will be used to purchase a brokered CD through Bradford Wealth Management.

7. Director's Report

- A. Library Long Term Goals/Projects/Discussion: Jo Keillor reported that there were multiple holidays celebrated at the Library. She noted that several patrons have commented on how much the Library is doing and/or that the holiday was the reason they visited that day.
- B. Museum Day – May 7, 2022: Jo Keillor stated that she is still looking for two more tour guides for the 1:00-3:00 pm shift. If she doesn't get enough, she will tell Jes Adams that we will only participate until 1:00 pm.
- C. 2022-2023 Budget: Cindy Catron motioned to approve the proposed 2022-2023 Budget. Kayla Curry seconded the motion. Approved 7-0.
- D. Air Conditioner: Jo Keillor reported that Stombaugh's from Vandalia performed the annual inspection. Everything is fine. The technician said that we need to be planning to replace the air conditioning units in the next 4-5 years.
- E. Carpet Cleaning: Jo Keillor reported that she is trying to contact Advanced Clean to do the annual carpet cleaning.
- F. Conflict of Interest Statements/OMA Training/Sexual Harassment Prevention Training: Jo Keillor reminded everyone to complete the trainings and return the certificates to her.
- G. AED training: Jo Keillor reported that the staff will receive AED training on Wednesday, April 20 from 5:00-8:30 pm. The Library will be closed then.
- H. Policy Manual Discussion: Jane Wilhite motioned to approve the updated Policy Manual. Chance Vohlken seconded the motion. Approved 7-0.
- I. Muni Band Concert: Jo Keillor reported that the concert will be on the Library lawn on the evening of Thursday, June 9. She was asked to contact the newly formed Friends of the Library and ask if they want to sell snacks and have a membership drive that evening.

8. Head Librarian's Report: Christal Valentin presented her monthly report. She noted that the number of patrons and the number of computer patrons are increasing. The library copied 61 tax forms for patrons. She will be seeking readers for the July programming. She reported that Dr. Darrel Iler will be hosting a science show on the last Wednesday of July. It will be on the third floor of the Smart Center since his program requires tall ceilings. She hopes to purchase new Kindles on Amazon Prime Day and asked for board members to contact her if they know

when it is. Christal Valentin reported she has made several orders using donor money. She updated the Board on hotspot use, stating that, in the last year, hotspots have been checked out 71 times with 14 repeat borrowers accounting for 54 of the 71 checkouts.

9. Committee Reports

- A. Library Materials Report: The committee submitted their suggestions.
- B. Finance Report: The committee did not meet.
- C. Publicity Report: Judy Cox reported that the book sale during the citywide garage sale day will be April 23 from 9:00-12:00. Judy Cox also reported that FNB Foundation unanimously approved the Friends of the Library application.
- D. Personnel and Policy Report: The committee worked hard on the updated policy manual. It was approved as stated in item #7.G. Chair Cindy Catron was thanked for her work on the policy manual and for her service on the Board.
- E. Building and Grounds Report: The committee met and recommended that Gebke repair the front stairs now and that we wait to have the tuckpointing and waterproofing done until a later date. Judy motioned to have Gebke repair the front stairs. Kyle Littlefield seconded the motion. Approved 7-0.

10. Unfinished Business

- Resource Allocation Panel recommendation: The Resource Allocation Panel recommended pursuing a new building. Jane Wilhite motioned that the Library Board pursue a new building. Chance Vohlken seconded the motion. Roll call vote:
 - Cynthia Wiegand – yes
 - Cindy Catron – no
 - Jane Wilhite – yes
 - Chance Vohlken – yes
 - Judy Cox – yes
 - Dale Martin – yes
 - Kayla Curry – yes
 - Kyle Littlefield – yes

The motion was approved 7-1.

Kyle Littlefield explained that the next step was to present the recommendation to the City Council for approval. Property acquisition would come after that approval.

11. New Business: There was no new business.

Next Board Meeting —**Thursday, May 12, 2022, 4:00 p.m.**

12. Adjourn: Kayla Curry motioned to adjourn. Jane Wilhite seconded the motion. Approved 7-0.