

Greenville Public Library Trustees Meeting
The Bradford Room
110 North First Street
Greenville, Illinois 62246
Or, via conference call
1-978-990-5084, password 8638025
August 11, 2022
4:00 p.m.
Minutes

1. Call to Order: Board president Chance Vohlken called the meeting to order at 4:02 pm.
2. Roll Call of Members: Present: Kayla Curry, Chance Vohlken, Kyle Littlefield, Dale Martin, Curtis Flake, Jane Wilhite. Cynthia Wiegand (at 4:06 pm) Absent: Dieadre Schaufelberger and Judy Cox. Also present: Director Jo Keillor and Head Librarian Christal Valentin.
3. Public Comments: There were none.
4. Approval of Minutes:
 - a. Approval of July 14, 2022 Board Meeting Minutes: Kyle Littlefield motioned to approve the July 14, 2022 Board meeting minutes. Dale Martin seconded the motion. Approved 5-0.
 - b. Approval of August 10, 2022 Policy and Personnel Committee Meeting Minutes: Kyle Littlefield motioned to approve the August 10, 2022 Policy and Personnel Committee meeting minutes. Jane Wilhite seconded the motion. Approved 5-0.
5. Approval of July 2022 Bills as Presented: Director Jo Keillor presented the July 2022 bills, pointing out that July bills are typically higher since the SHARE membership fee, the Cloud Library fee, the SHARE bibliographic fee, the Junior Library subscription fee, and the elevator inspection costs all are due this month. She also pointed out that the utility bill was nearly twice the previous month's bill. The cost of electricity has increased significantly. Dale Martin motioned to approve the July 2022 bills as presented. Curtis Flake seconded the motion. Approved 6-0.
6. Finance Report: Jo Keillor presented the finance reports.
 - a. Cash/Investments Report
 - b. Endowment Report

7. Friends of the Greenville Public Library Report: Velma Cochrane reported that the FGPL is planning a fund raiser at Huddle House on Tuesday, August 30 from 4-8 pm. The group is also planning a “meet and greet” after hours event at the Library for its members on Tuesday, September 6 from 6:30-8:00 pm. The next FGPL meeting will be Monday, September 12 at 6:30 pm at the Bradford Room. Chance Vohlken and Jo Keillor will attend.

8. Director’s Report

A. Library Long Term Goals/Projects/Discussion:

- Elevator inspection: Jo Keillor reported that the elevator passed inspection. The inspection included a weight test this time. Unfortunately, it caused problems with the interior gate being off track. The maintenance company had to be called back to fix it.
- Story time: Jo Keillor reported that the weekly toddler/preschool story time will resume Wednesday, September 7.
- 1,000 Books Before Kindergarten: Jo Keillor reported that the program is going very well with 58 children currently enrolled. One child has already read 800 books since June 1, 2022.

B. Directors University 2.0 Report: Jo Keillor thanked the Board for the opportunity to attend Directors University 2.0. She learned that we are doing many things right – collection development, board relations, staff training and she learned areas we need to work on – inviting legislators to visit our library and the need to develop a strategic plan. She will ask for help from the committees to develop a strategic plan. The networking opportunities were valuable. She spoke with Illinois State Library employees Karen Egan and Mark Shaffer about grants for a potential new building. Although state grants are not readily available, they encouraged us to pursue as many options as possible.

C. Per Capita Grant Requirements FY23:

- Trustees will read “Serving Our Public 4.0: Standards for Illinois Public Libraries this year.” Review the check list at the end of each chapter, and report on your findings. For September, read chapters 1-4. Jo Keillor explained that the Per Capita grant will require an annual review of “Serving Our Public” for the foreseeable future. She reminded the board to read these chapters and prepare to discuss the checklists at the September board meeting.

9. Head Librarian’s Report: Head Librarian Christal Valentin reported on the four programs offered to children during the month of July. The final program was held at the Smart Center with 76 people in attendance. She reported that 233 DQ dilly bar coupons were given out to the 123 children who were signed up. There were 13 high school students and 49 adults signed up. She also gave an update on Cloud Library usage. There are 75 active users and there were 626 transactions on Cloud Library in July.

10. Committee Reports

- A. Library Materials Report: The committee submitted their lists and books were ordered.
- B. Finance and Records Report: The committee did not meet. They will meet September 1 at 4:30 pm at the Library.
- C. Publicity and Promotions Report: The committee did not meet.
- D. Policy and Personnel Report: The committee met August 10. The minutes include a potential policy for photography and filming. The Board was encouraged to read the policy and come prepared to discuss it at the September Board meeting. If approved, it will be placed as an appendix at the back of the current manual.
- E. Building and Grounds Report: The committee did not meet. Chance Vohlken reported that a wasp nest was discovered on one of the windows of the round room. It has been sprayed. He will remove the nest as soon as he can verify that the nest is no longer active.

11. Unfinished Business: Chance Vohlken and Jo Keillor discussed their meeting with City Manager Jo Hollenkamp and Bill Walker. Bill Walker will set up a meeting with the owners and Chance Vohlken and Jo Keillor.

12. New Business: There was none.

Next Board Meeting —**Thursday, September 8, 2022, 4:00 p.m.**

13. Adjourn: Kyle Littlefield motioned to adjourn. Dale Martin seconded the motion. Approved 6-0. The meeting adjourned at 5:07 pm.