

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 12, 2021

4:00 p.m.

Minutes

1. Call to Order: President Dale Martin called the meeting to order at 3:58 pm.
2. Roll Call of Members: Members present: Kyle Littlefield, Chance Vohlken, Jane Wilhite, Cynthia Wiegand, Dale Martin, Cindy Catron, and Dieadre Schaufelberger. Judy Cox via conference call. Absent: Kayla Curry. Also present: Head Librarian Christal Valentin, Director Jo Keillor, and Lazerware representatives Mike Nelms and Brad Blatter
3. Public Comments: No public comments
4. Approval of Minutes:
 - a. Approval of July 8, 2021 Board Meeting Minutes: Jane Wilhite motioned to approve the July 8, 2021 Board meeting minutes. Cindy Catron seconded the motion. Approved 6-0.
 - b. Approval of July 14, 2021 Publicity and Promotions Committee Meeting Minutes: Kyle Littlefield motioned to approve the July 14, 2021 Publicity and Promotions Committee meeting minutes. Dieadre Schaufelberger seconded the motion. Approved 6-0.
 - c. Approval of July 28, 2021 Finance Committee Meeting Minutes: Cynthia Wiegand motioned to approve the July 28, 2021 Finance Committee meeting minutes. Kyle Littlefield seconded the motion. Approved 6-0.
5. Approval of July 2021 Bills as Presented: Jo Keillor reviewed the bills. Judy Cox referenced an Ameren deal to check on efficiency. Cindy Catron motioned to approve the July 2021 bills as presented. Cynthia Wiegand seconded the motion. Approved 6-0.
6. Finance Report: Jo Keillor reviewed both reports.
 - a. Cash/Investments Report
 - b. Endowment Report
6. Director's Report:

- A. Library Long Term Goals/Projects/Discussion: Jo Keillor reported the Library is celebrating five holidays during the month of August. She is planning a program for Tuesday, October 26. Mr. Mark Glenshaw will present a program on “Forest Park Owls: Hiding in Plain Sight.” It will be held in the Bradford Room. Cindy Catron volunteered to be in charge of making treat bags. Jo Keillor informed the board that she has been working on a grant, “On the Road to Recovery” to replace all ten of the library computers and to boost the wifi at a cost of about \$23,000. The grant is a purchase and reimbursement grant with a limit between \$5,000 and \$25,000. If the grant is approved, she recommended that purchases be made through Lazerware and money market #602116 be used for the purchase and reimbursement process.
- B. Lazerware – Mike Nelms: Mr. Mike Nelms and Mr. Brad Blatter outlined the details of their company, the computers and router recommended, and the service contract.
- C. Per Capita Grant Requirements FY22: Jo Keillor informed the board that the Per Capita requirements will be to review the entire “Serving Our Public 4.0: Standards for Illinois Public Libraries.”
 - Trustees will read “Serving Our Public 4.0: Standards for Illinois Public Libraries.” Review the check list at the end of each chapter, and report on your findings.

7. Head Librarian’s Report-Summer Reading Update: Christal Valentin presented and reviewed her report covering the summer reading program.

8. Committee Reports

- A. Library Materials Report: The committee did not meet, but placed their order.
- B. Finance and Records Report: The committee met. They set a quarterly schedule for meeting with the next meeting to be October 7. Chair Kyle Littlefield reviewed the meeting – see July 28, 2021 minutes.
- C. Publicity and Promotions Report: The committee met. Cindy Catron reviewed the meeting – see July 14, 2021 minutes. The committee manned a booth at the July 30 Friday Family Fun night on the square.
- D. Policy and Personnel Report: The committee will meet on August 16.
- E. Building and Grounds Report: The committee did not meet. Chair Chance Vohlken reached out to the City for help with trimming limbs. The City crew trimmed what they could and Mains will trim what the City crew could not reach. They said that the gutter guards are not in great shape and recommend replacing or scheduled cleaning.

9. Unfinished Business: Chance Vohlken reminded that a need for a townhall meeting was discussed. Kyle Littlefield suggested starting with the City Council. Chance Vohlken spoke with someone who knew Nancy Floyd Law who said that she would have wanted the library to remain where it is. Jo Keillor said that bookriot.com had an article highlighting libraries along I-70. The author highly recommended visiting Greenville Public Library for its architecture. It was decided that a special meeting to discuss the building was needed. Thursday, August 26 at 4:00 pm. Jo Keillor will try to reserve the Bradford Room.

10. New Business

Next Board Meeting —**Thursday, September 9, 2021, 4:00 p.m.**

10. Adjourn: Chance Vohlken made a motion to adjourn. Kyle Littlefield seconded the motion. Approved 6-0. The meeting adjourned at 5:16 pm.