

**Greenville Public Library Trustees Meeting**  
**Via conference call**  
**1-978-990-5084, password 8638025**  
**414 West Main Street**  
**Greenville, Illinois 62246**  
**December 10, 2020**  
**4:00 p.m.**  
**Minutes**

1. Call to Order: Board President called the meeting to order at 4:01 pm stating that the meeting was taking place via conference call in accordance with the pandemic regulations.
2. Roll Call of Members: Present – Cindy Catron, Kayla Curry, Dale Martin, Jane Wilhite, Chance Vohlken, Dieadre Schaufelberger, Judy Cox, Mike Heath. @4:08 – Cynthia Wiegand. Also present – Head Librarian Christal Valentin, Director Jo Keillor, and Advocate reporter Steven Stilt. Conference call record shows – P. Elmore present.
3. Public Comment: None
4. Approval of Minutes:
  - a. Approval of November 12, 2020 Board Meeting Minutes: Judy Cox noted a clarification to New Business. She had asked that meetings be held with everyone on conference call because of the difficulty to hear and understand via a phone on the table. Cindy Catron motioned to accept the minutes with the clarification. Jane Wilhite seconded the motion. Voting to approve the motion: Dale Martin, Cindy Catron, Judy Cox, Jane Wilhite, Chance Vohlken, Kayla Curry, Mike Heath and Dieadre Schaufelberger. No one opposed. Approved 8-0.
5. Approval of November Bills as Presented: Jo Keillor presented the November bills noting the only item out of the usual monthly bills was the audit bill. Mike Heath motioned to approve the November 2020 bills as presented. Judy Cox seconded the motion. Voting to approve the motion: Dale Martin, Cindy Catron, Judy Cox, Jane Wilhite, Chance Vohlken, Mike Heath, Cynthia Wiegand, and Dieadre Schaufelberger. No one opposed. Approved 9-0.
6. Finance Report: Jo Keillor reported that the next CDs will mature at the beginning of January 2021.
  - A. Cash/Investments Report
  - B. Endowment Report
7. Director's Report
  - A. Library Long Term Goals/Projects/Discussion

- Curbside Delivery report: Jo Keillor reported that curbside delivery is going well. She and Christal Valentin are busier than ever.
- Adult holiday reading program: Jo Keillor reported that an adult reading program is underway. It will end January 9, 2021.
- Christmas coloring contest: Jo Keillor reported that a children's coloring contest is underway. It will end December 23, 2020.
- Twelve Days of Christmas craft kits: Jo Keillor reported that the Library will provide 12 craft kits in two installments for families.
- Scheffel Boyle update: Jo Keillor reported that the accountant will connect with her next week.

B. Library Closed Thursday, December 24 and Friday, December 25, 2020: Jo Keillor reported that the library will close those days as per usual.

C. Library Closed Thursday, December 31, 2020 and Friday, January 1, 2021: Jo Keillor reported that the library will close those days as per usual.

D. FY 2020 Per Capita Grant

- Read and review of chapters 10-13 of Serving Our Public 4.0: Standards for Illinois Public Libraries. Be prepared to report on your findings. The board discussed the check list at the end of chapters 10-13. The findings are as follows: Chapter 10 – we work with individuals as asked. Chapter 11 – COVID regulations thwart youth services. Christal Valentin has made contact with new middle school librarian. Jo Keillor reported that Christal Valentin is an excellent resource on YA materials. Chapter 12 – positive reports of hotspots. Chapter 13 – Marketing includes WGEL and a weekly article in the Advocate. Other options for marketing might include a newsletter and a Facebook page. Judy Cox would be interested in developing a newsletter. Jo Keillor explained that there was an issue with Facebook being used as policy when the website is the location for official policy. In response to Chapter 13, Item #8 and #9, Jo Keillor recommended that the board members walk through our library annually. She also recommended that board members visit other libraries.

8. Head Librarian's Report— Christal Valentin encouraged the board to read and review her report.

9. Committee Reports

- A. Library Materials Report: The committee submitted their requests.
- B. Finance Report: The committee did not meet.
- D. Publicity Report: Jo Keillor continues to write a weekly article for the Advocate and to make announcements on WGEL.
- E. Personnel and Policy Report: The committee did not meet.
- F. Building and Grounds Report: The committee did not meet.

10. Unfinished Business

- A. Personnel Evaluations: The board reviewed the evaluations of Director Jo Keillor. Jo Keillor had emailed the board her positive evaluation of Christal Valentin.
- B. Finance Committee Recommendation: The finance committee recommended that full time staff receive a 3% salary increase beginning January 1, 2021 and that part time staff receive the mandated \$1/hour increase beginning January 1, 2021. Kayla Curry seconded that. Voting to approve: Dale Martin, Cindy Catron, Judy Cox, Jane Wilhite, Chance Vohlken, Kayla Curry, Dieadre Schaufelberger, Mike Heath, and Cynthia Wiegand. No one opposed. Approved 9-0.
- C. Dewberry: The board reviewed memos from City Manager Dave Willey and Library Building Planner Fred Schlipf. The board noted that it is difficult to make a decision during a pandemic.

11. New Business: No new business.

Next Board Meeting —**Thursday, January 14, 2021, 4:00 p.m.**

12. Adjourn: Jane Wilhite made a motion to adjourn. The motion was seconded by Cynthia Wiegand. Voting to approve the motion: Dale Martin, Cindy Catron, Judy Cox, Jane Wilhite, Chance Vohlken, Kayla Curry, Mike Heath, Cynthia Wiegand, and Dieadre Schaufelberger. No one opposed. Approved 9-0. The meeting adjourned at 5:08 pm.