

**Greenville Public Library Trustees Meeting**  
**415 West Main Street**  
**Greenville, IL 62246**  
**December 12, 2024 4:00 p.m.**  
**Minutes**

1. Call to Order: Board President Chance Vohlken called the meeting to order at 4:00.
2. Roll Call of Members: Present: Chance Vohlken, Judy Cox, Lorna Gaffney, Kayla Curry, Bob Munshaw, Kyle Littlefield, Amanda O'Regan, Jane Wilhite. Absent: Cynthia Wiegand.  
Also Present: Head Librarian Christal Valentin and Director Jo Keillor.
3. Public Comments: There were none.
4. Approval of Minutes:
  - a. Approval of Nov. 14, 2024 Board Meeting Minutes: Motion to approve by Jane Wilhite. 2<sup>nd</sup> by Lorna Gaffney. Approved 8-0.
  - b. Approval of Oct. 17, 2024 Library Materials Committee Meeting Minutes: Motion to approve Kyle Littlefield. 2<sup>nd</sup> by Amanda O'Regan. Approved 8-0.
  - c. Approval of Nov. 12, 2024 Library Materials Committee Meeting Minutes: Motion to approve by Judy Cox. 2<sup>nd</sup> by Kyle Littlefield. Approved 8-0.
  - d. Approval of Dec. 4, 2024 Policy Committee Meeting Minutes: Motion to approve by Lorna Gaffney. 2<sup>nd</sup> by Kyle Littlefield. Approved 8-0.
  - e. Approval of Dec. 5, 2024 Finance Committee Meeting Minutes: Motion to approve by Kyle Littlefield. 2<sup>nd</sup> by Amanda O'Regan. Approved 8-0.
5. Approval of Bills
  - a. Approval of November 2024 Bills as Presented: Jo Keillor presented the bills, explaining the larger bills, such as EBSCO bill (\$586.62) for magazine subscriptions, Lazerware (\$502.90) which will be reimbursed, and insurance (\$571.93). Motion to approve by Kayla Curry. 2<sup>nd</sup> by Bob Munshaw. Approved 8-0
6. Finance Report:
  - a. Cash/Investments Report
  - b. Endowment Report
7. Friends of the Greenville Public Library Report: Since no one from FGPL was present, Jo Keillor reported that they have made their annual donation to the library. This year's amount was \$2,000. They are currently promoting their membership drive.
8. Director's Report:
  - a. Library Long Term Goals/Projects/Discussion: Jo Keillor reported she has contacted Z&Z Electric to repair the exterior camera by the elevator. The FAX machine continues to be troublesome. CFI came and he suggested trying a new board to see if that alleviates any issues.
  - b. The library will be closed Dec. 24 and 25, 2024.
  - c. The library will be closed Dec. 31, 2024 and Jan. 1, 2025.
  - d. Per Capita Grant Requirements FY24:

- i. The Board reviewed chapters 10-13 of "Serving Our Public 4.0: Standards for Illinois Public Libraries." In Chapter 10 there was discussion that, despite assistance given by staff, there is concern with the ability of people with disabilities to have access to all materials and programs. In Chapter 11 it was pointed out that shelving for the children's library has many materials that are not easily accessed by children due to the height of the shelving. Director Keillor has reached out to young adults for input/book discussions but she received minimal response. In discussion on Chapter 12 the board discussed e-rates and continuing to provide resources to the community. Chapter 13, on Marketing, Promotion, and Collaboration, led to the suggestion that we need to survey patrons and community about services/programs provided and those they'd like to see. By 1/1/26 we will need to have our website be ADA compliant.
  - e. Sexual Harassment Prevention Training: All trustees must complete this training by 12/31/24.
  - f. OMA Training: Jo Keillor provided the trustees with website for training on Open Meetings Act to be completed by 12/31/24.
- 9. Head Librarian's Report: Christal Valentin reported on the statistics for November 2024. She reported that there is currently a coloring contest going on. Entries will be due Dec. 14. The library will have a hidden holiday ornament promotion for 3 days. Those who find the ornament will be able to choose a prize from the basket. She encouraged the board to encourage others to visit the library during Christmas Break. And, to suggest purchasing a library card for friends/family who are non-residents.
- 10. Committee Reports
  - a. Library Materials Report: Judy Cox reported that the committee met and submitted their suggestions.
  - b. Finance and Records Report: Kyle Littlefield reported that the committee met and discussed salary increases. Minimum Wage will raise an additional \$1/hour on Jan. 1, 2025. The committee recommends a 5% salary increase for Director Keillor and Head Librarian Valentin. A motion for a 5% raise for Keillor and Valentin was made by Lorna Gaffney. 2<sup>nd</sup> by Amanda O'Regan. Approved 8-0.
  - c. Publicity and Promotions: Did not meet.
  - d. Personnel and Policy Report: Lorna Gaffney presented a policy addition for its First Reading at a Board Meeting. It will amend the Patron Use of the Library, Code of Conduct, line i to read "Possession or display or use of weapons or injurious devices, except as allowed by state or federal law."
  - e. Building and Grounds Report: Did not meet.
- 11. Unfinished Business: There was no unfinished business.
- 12. New Business: There was no new business.
- 13. Executive Session to discuss the purchase or sale of real estate (5 ILCS 120/2 (c) 5): Bob Munshaw motioned to move into executive session to discuss the purchase or sale of real estate. 2<sup>nd</sup> by Kayla Curry. Approved 8-0.
- 14. Executive Session Decision: Kyle Littlefield motioned that, with Library funds, to buy the Advocate Building for \$215,000.00 plus a letter of donation for \$25,000.00 and to buy each

of the vacant Daum parcels for \$65,000 each, for a total of \$345,000.00 for the purpose of a new library. Jane Wilhite seconded the motion. Roll call vote: Littlefield-yes, Wilhite-yes, Cox-yes, Gaffney-yes, O'Regan-yes, Curry-yes, Munshaw-yes, Vohlken-yes. Approved 8-0.

Next Board Meeting-Thursday, Jan. 9, 2025 4:00  
p.m.

15. Adjourn: Motion to adjourn by Kayla Curry. 2<sup>nd</sup> by Lorna Gaffney. Approved 8-0.  
Meeting adjourned at 5:20 p.m.