

Greenville Public Library Trustees Meeting
414 West Main Street
Greenville, Illinois 62246
December 14, 2023
4:00 p.m.
Minutes

1. Call to Order: President Chance Vohlken called the meeting to order at 4:01 pm.
2. Roll Call of Members: Present – Cynthia Wiegand, Kayla Curry, Amanda O'Regan, Kyle Littlefield, and Chance Vohlken. Absent – Jane Wilhite, Judy Cox, and Lorna Gaffney. Also present – Head Librarian Christal Valentin and Director Jo Keillor.
3. Public Comment: There was none.
4. Approval of Minutes:
 - a. Approval of November 9, 2023 Board Meeting Minutes: Kayla Curry motioned to approve the November 9, 2023 Board meeting minutes. Cynthia Wiegand seconded the motion. Approved 5-0.
 - b. Approval of November 9, 2023 Library Materials Committee Meeting Minutes: Cynthia Wiegand motioned to approve the November 9, 2023 Library Materials Committee meeting minutes. Kyle Littlefield second the motion. Approved 5-0.
 - c. Approval of November 21, 2023 Publicity Committee Meeting Minutes: Amanda O'Regan motioned to approve the November 21, 2023 Publicity Committee meeting minutes. Kyle Littlefield seconded the motion. Approved 5-0.
 - d. Approval of December 7, 2023 Finance and Records Committee Meeting Minutes: Kyle Littlefield motioned to approve the December 7, 2023 Finance and Records Committee meeting minutes. Amanda O'Regan seconded the motion. Approved 5-0.
5. Approval of November Bills as Presented: Kayla Curry motioned to approve the November bills as presented. Kyle Littlefield seconded the motion. Approved 5-0.
6. Finance Report: Jo Keillor explained the reports include CD updates through November 30, 2023. The CDs with December maturity dates will be on the January reports.
 - A. Cash/Investments Report
 - B. Endowment Report
7. Friends of the Library Report: Jo Keillor read some of the highlights of the Friends of the Greenville Public Library's Year in Review report.
8. Director's Report

A. Library Long Term Goals/Projects/Discussion: Jo Keillor reported on progress of Eclipse events. It was suggested that donations for raffle baskets be sought to have available at the Eclipse Trivia Night event.

B. StoryWalk® Update: Jo Keillor reported that the Anderson-Davidson StoryWalk® is installed. When the story is changed in January, it will begin on the east side. She will also attach numbers to each of the posts to help clarify direction.

C. Library Closed Saturday, December 23 and Monday, December 25, 2023: Jo Keillor reported that the library will be closed for the Christmas holiday on these dates.

D. Library Closed Saturday, December 30, 2023 and Monday, January 1, 2024: Jo Keillor reported that the library will be closed for the New Year's holiday on these dates.

E. Library Board Member Resignation/Options: Richard Franks submitted his resignation from the Library Board. The Board discussed options and chose to submit Robert Munshaw's name to the Mayor to be appointed.

F. New Employees: Jo Keillor reported that Tara D'Arcy was recently hired as a part-time employee. Both Christal Valentin and Jo Keillor are pleased with her progress.

G. Chamber of Commerce: Jo Keillor reported that the Library recently joined the Chamber of Commerce. The Library is signed up to host the November 2024 Business After Hours. She plans to attend the January breakfast to seek assistance with the Eclipse Event. She informed the Board that Board members and employees are eligible to attend the Chamber events.

9. Head Librarian's Report: Christal Valentin reported that attendance continues to climb. She informed the Board that she would email the children's coloring contest entries to the Board for them to vote for a winner in each age category. She will have another adult coloring contest in the spring. Christal Valentin also reported on future programs including a hidden ornament hunt for children and a new event called Jolabokaflod – in celebration of Iceland's "Christmas Book Flood".

10. Committee Reports

- A. Library Materials Report: The committee did not meet but submitted their lists.
- B. Finance Report: The committee met on December 7. They approved the transfer of \$20,000 as a loan from the money market account #2640 to the main checking account if needed. However, Kyle Littlefield announced that the tax checks have arrived. The committee considered salary increases and recommended the following:

- Committee recommendation: The Finance Committee recommended that the hourly employees' pay increase by \$1.00 per hour to remain in compliance with the 2024 Illinois state minimum wage increase. Kyle Littlefield made the motion to do so as of January 1, 2024. Cynthia Wiegand seconded the motion. Approved 5-0.
- Committee recommendation: The Finance Committee recommended that Christal Valentin and Jo Keillor's salaries be increased by 4%. Cynthia Wiegand made the motion to do so as of January 1, 2024. Amanda O'Regan seconded the motion. Approved 5-0.

C. Publicity Report: The committee met with Blake Gocey concerning a logo for the Library. The committee chose from three options. He will have a final draft ready in January.

D. Personnel and Policy Report: The committee did not meet.

E. Building and Grounds Report: The committee did not meet.

11. Unfinished Business: There was none.

12. New Business: There was none.

Next Board Meeting —**Thursday, January 11, 2024, 4:00 p.m.**

13. Adjourn: Kyle Littlefield motioned to adjourn. Kayla Curry seconded the motion. Approved 5-0.
The meeting adjourned at 4:53 pm.