

Greenville Public Library Trustees Meeting
The Bradford Room
Greenville, Illinois 62246
December 9, 2021
4:00 p.m.
Minutes

1. Call to Order: President Dale Martin called the meeting to order at 4:06 pm.
2. Roll Call of Members: Present: Cindy Catron, Kayla Curry, Dale Martin, Dieadre Schaufelberger, Chance Vohlken, and Cynthia Wiegand (4:09 pm). Present via phone: Judy Cox. Absent: Kyle Littlefield and Jane Wilhite. Also present: Director Jo Keillor and Head Librarian Christal Valentin.
3. Public Comment: No public comments.
4. Approval of Minutes:
 - a. Approval of November 9, 2021 Board Meeting Minutes: Dieadre Schaufelberger motioned to accept the November 9, 2021 Board meeting minutes. Kayla Curry seconded the motion. Approved 5-0.
 - b. Approval of November 30, 2021 Publicity & Promotions Committee Meeting Minutes: Cindy Catron motioned to approve the November 30, 2021 Publicity and Promotions Committee meeting minutes. Chance Vohlken seconded the motion. Approved 5-0.
 - c. Approval of December 3, 2021 Finance and Records Committee Meeting Minutes: Chance Vohlken motioned to approve the December 3, 2021 Finance and Records Committee meeting minutes. Kayla Curry seconded the motion. Approved 5-0.
5. Approval of November Bills as Presented: Jo Keillor reviewed the bills explaining that there were many large expenses this month including maintenance and upkeep of facilities or equipment. She reminded the Board that a large portion will be reimbursed by the Road to Recovery grant after the expenditure report is filed. Chance Vohlken motioned to approve the November 2021 bills as presented. Cynthia Wiegand seconded the motion. Approved 5-0.
6. Finance Report: Jo Keillor stated that CDs that matured recently were rolled over since interest rates were steady.
 - A. Cash/Investments Report
 - B. Endowment Report
7. Director's Report
 - A. Library Long Term Goals/Projects/Discussion: Jo Keillor discussed current events happening at the Library including ornament making, and Christmas Card Day. Future holidays include Bake Cookies Day sponsored by FNB and National

Chocolate Candy Day sponsored by Christal Valentin. Jo Keillor stated that, on Sunday, Advanced Clean will clean the carpet areas damaged by the radiator leak. She has submitted the quote for the carpet cleaning and the replacement costs of the damaged books to the insurance company. After the deductible, the Library should receive a check. Jo Keillor informed the Board that the new computers are doing well. A few minor glitches have been solved remotely for which she is grateful. She plans to create and post videos on subjects such as how to access Cloud Library or help for common Kindle issues. She also hopes to create and post videos for children being careful to not violate copyright laws. Jo Keillor is planning a Stuffy Sleepover event for children in February. The outside light timer did not work. Z&Z fixed it. One of the weights in the grandfather clock broke off as it was being wound. She will ask Mark Brooke if he can repair it. Kayla Curry asked if the monthly Saturday morning story time would be returning. Jo Keillor stated that Rosie Baker will begin that soon.

- B. Library Closed Friday, December 24 and Saturday, December 25, 2021: Jo Keillor reminded the Board that the Library will be closed for these holidays.
- C. Library Closed Friday, December 31, 2021 and Saturday, January 1, 2021: Jo Keillor reminded the Board that the Library will be closed for these holidays.
- D. FY 2021 Per Capita Grant: The Board reviewed Chapters 10-13 of “Serving Our Public 4.0: Standards for Illinois Public Libraries.”
 - 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.

8. Head Librarian’s Report—Christal Valentin

9. Committee Reports

- A. Library Materials Report: The committee submitted their request list for Christal Valentin’s review and ordering.
- B. Finance Report: The committee met on December 3, 2021.
 - Committee recommendation: The committee brings a motion to increase the hourly wage of part-time employees by \$1.00 beginning January 1, 2022 to comply with the Illinois minimum wage increase and to increase the salary of full-time employees by 3% beginning January 1, 2022. Chance Vohlken seconded the motion. Roll call vote approved: Cindy Catron, Chance Vohlken, Kayla Curry, Cynthia Wiegand, Dieadre Schaufelberger. Motion approved 5-0.
- C. Publicity Report: The committee met on November 30, 2021. Those who have accepted a position on the Steering Committee of Friends of the Library are: Alan Gaffner, John Goldsmith, Barbara Vaughan, Anne Betscher, and Velma Cochrane with Cochrane agreeing to chair it. The committee will ask a few others and proceed with or without them.

- D. Personnel and Policy Report: The committee did not meet, but other committees are notifying them on corrections needed. They were requested to add bylaws for remote meeting participation.
- E. Building and Grounds Report: The committee did not meet, but hope to do so soon. It was brought up that Ameren has an energy efficient upgrades/plan that would benefit the Library. Jo Keillor investigated this in the past: however, because the Library does not have its own Ameren account, she was told that the Library did not qualify. She will check with Sue Ann Nelson at the City.

10. Unfinished Business: Chance Vohlken informed the Board that HSHS will provide an AED and training for Library staff in order to fulfill the Per Capita standard.

11. New Business: There was no new business.

Next Board Meeting —**Thursday, January 13, 2022, 4:00 p.m.**

12. Adjourn: Diadre Schaufelberger motioned to adjourn. Chance Vohlken seconded the motion. Approved 5-0. The meeting adjourned at 4:57 pm.