

**Greenville Public Library Trustees Meeting**  
**The Bradford Room**  
**Or Via Conference Call**  
**1-978-990-5084, password 8638025**

**February 10, 2022**  
**4:00 p.m.**  
**Minutes**

1. Call to Order: Vice President Cindy Catron called the meeting to order at 4:02 p.m.
2. Roll Call of Members: Present: Cindy Catron, Kyle Littlefield, Chance Vohlken, Cynthia Wiegand, Kayla Curry, and Deadre Schaufelberger (left at 5:05 p.m.). Present via FaceTime: Judy Cox. Absent: Dale Martin and Jane Wilhite. Also present: Director Jo Keillor and Head Librarian Christal Valentin.
3. Public Comments: There were no public comments.
4. Approval of Minutes:
  - a. Approval of December 20, 2021 Resource Allocation Panel Meeting Minutes: Kyle Littlefield clarified the eighth paragraph of the December 20, 2021 Resource Allocation Panel Meeting minutes, stating that the Board will need to create the presentation for the City Council together. The presenter will be determined at a later date. Chance Vohlken motioned to approve the December 20, 2021 Resource Allocation Panel Meeting minutes with the amended paragraph as stated. Kyle Littlefield seconded the motion. Approved 6-0.
  - b. Approval of January 13, 2022 Board Meeting Minutes: Kyle Littlefield motioned to approve the January 13, 2022 Board Meeting minutes. Cynthia Wiegand seconded the motion. Approved 6-0.
  - c. Approval of January 31, 2022 Policy and Personnel Committee Meeting Minutes: Deadre Schaufelberger motioned to approve the January 31, 2022 Policy and Personnel Committee Meeting minutes. Kayla Curry seconded the motion. Approved 6-0.
5. Approval of January 2022 Bills as Presented: Jo Keillor presented the January 2022 bills. Judy Cox asked if autopay of certain bills should be considered, for example the AT&T bill, Lazerware, etc. Jo Keillor stated that for the purpose of transparency and accountability, bills should be paid by check requiring two signatures. After discussion, it was decided that the bill payment system should remain the same.
6. Finance Report: Jo Keillor presented the Cash/Investments Report and the Endowment Report.
  - a. Cash/Investments Report
  - b. Endowment Report

## 6. Director's Report:

- A. Library Long Term Goals/Projects/Discussion: Jo Keillor gave her report. The grandfather clock was repaired by Mark Brooke, however, it needs a thorough cleaning that will cost \$200. Dieadre Schaufelberger recommended that we do a "clock campaign" to raise funds for maintaining the antique clock. Jo Keillor updated her investigation into offering 1,000 Books Before Kindergarten. Project Parenting will give away a 1,000 Books Reading Challenge book to their clients. She is still looking for someone to sponsor those books for people not involved with Project Parenting. She is also seeking ways to give a book as a prize for those children who complete 1,000 books. It was recommended that she check with other libraries for a template for a letter to be sent to potential sponsors. It was also recommended that an article be written for the Advocate asking for sponsors. Chance Vohlken volunteered to make the first donation to 1,000 Books Before Kindergarten. Jo Keillor reported on the first Illinois Libraries Present program. She encouraged Board members to attend the next program. Jo Keillor reported that the gnome craft kits for adults was a hit. Eleven kits were given away. Toddler Craft kits with Miss Jo has gone over well. No one attended Story Time the first week of February so those Valentine crafts kits are also being distributed. The January adult reading competition had 99 entries. The two winners of a crockpot are Rhonda Fisher and Susan Chism. February is Black History Month so we have a display of books written by authors who are black. The February adult reading incentive is "Blind Date with a Book." Patrons who read one of the specially wrapped books, can return the simple evaluation form for a chance to win a book from our stash. Jo Keillor reported that the Library was closed for two days (February 2 and 3) for inclement weather. The person currently taking care of snow removal gave notice that he may not continue much longer. Upcoming holidays include Library Lovers Day, Random Acts of Kindness Day, Chocolate Mint Day, and International Dog Biscuit Appreciation Day. Jo Keillor will have a second Stuffy Sleepover February 25-26. The Spring Story Walk will be April 8-18 at Patriot's Park. The story will be "What Happened to You?" in honor of Limb Loss Awareness Month. Jo Keillor asked Board members to please complete the Sexual Harassment Prevention Training and the OMA training and turn in their certificates as soon as possible.
- B. Board Member Terms of Office: Cindy Catron will not return at the end of her term. Recommendations for her replacement are being sought.
- C. Statements of Economic Interest: Jo Keillor reminded Board members to complete and turn in their statements of economic interest before May 1, 2022.

7. Head Librarian's Report: Christal Valentin reported that statistics are going up. They are not at pre-COVID levels yet, but are much higher than last year. Christal Valentin explained that tax

forms are being given to patrons at no charge as a service to the community. She reminded the Board that most 2021 periodicals will be withdrawn after the March Board meeting. Christal Valentin reported that all books to be replaced from the radiator leak have been purchased and processed. She continues to look for good deals on the newest children's books to purchase with donation/memorial money

## 8. Committee Reports

A. Library Materials Report: The committee submitted their orders.

B. Finance Report: The committee did not meet, but will meet soon.

C. Publicity Report: The committee did not meet. The Friends of the Library Steering Committee hopes to finish their work in 3 months; then, as their last piece there will be a membership drive, hopefully a joint endeavor involving the rest of us as well.

D. Personnel and Policy Report: The committee submitted the minutes from their last meeting with a recommendation for the pandemic policy to be voted on at the March meeting.

1. Policy Manual updates: The committee motioned that "the Library follow state and local safety guidelines, such as requiring masks while in the Library, for the safety of everyone who uses the Library. Individuals who choose to not follow the policy may opt to have curbside delivery instead. If a patron fails to abide by a directive from a staff member to wear a mask, that patron will be asked to leave the building or may be barred from further use." This motion comes with a second and will be voted on at the March meeting. Judy Cox asked if the Pandemic policy recommendation should allow the director to use CDC guidelines as well as state and local guidelines.

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

9. Unfinished Business: Jo Keillor stated that she has submitted the quarterly expense report to recover expenses spent on the Road to Recovery grant. Kyle Littlefield reported that the City controls the use of the library building if the Library vacates it. Chance Vohlken asked that the recommendation from the Resource Allocation Panel be added to the March agenda.

10. New Business: Kayla Curry reported that there is a Legislative Meet-up with local legislators on Monday, February 14, 2022. Jo Keillor will try to send out information.

Next Board Meeting —**Thursday, March 10, 2022, 4:00 p.m.**

11. Adjourn: Kyle Littlefield motioned to adjourn. Kayla Curry seconded the motion. Approved 5-0. The meeting adjourned at 5:11 p.m.