

Greenville Public Library Trustees Meeting
The Bradford Room
Greenville, Illinois 62246
February 9, 2023
4:00 p.m.
Minutes

1. Call to Order: President Chance Vohlken called the meeting to order at 4:00 pm.
2. Roll Call of Members: Present – Chance Vohlken, Kyle Littlefield, Dale Martin, Kayla Curry, Curtis Flake, Judy Cox, and Cynthia Wiegand. Absent – Lorna Gaffney and Jane Wilhite. Also present – Director Jo Keillor, Head Librarian, Advocate reporter, FGPL representative Velma Cochrane, and Larry Saylor.
3. Public Comment: Larry Saylor suggested ways to expand library access including expanded hours, lockers in the entryway for after-hours pickup, and to have the library unstaffed but open for computer use via key cards with cameras to cover activity. He presented a spreadsheet with suggested hours and an article on self-service library options.
4. Approval of Minutes:
 - a. Approval of January 12, 2023 Board Meeting Minutes: Dale Martin motioned to approve the January 12, 2023 Board Meeting Minutes. Kyle Littlefield seconded the motion. Approved: 6-0.
5. Approval of January Bills as Presented: Jo Keillor presented the January bills, pointing out that the AT&T bill has increased, fewer books were purchased, one instance of snow removal, the ILA membership renewal, and a couple of magazine renewals. Judy Cox motioned to accept the January bills as presented. Cynthia Wiegand seconded the motion. Approved 6-0.
6. Finance Report:
 - a. Cash/Investments Report: Jo Keillor reported that although the main checking account looks very healthy, some of that money is designated for certain projects - \$1000 for the Story Walk®, almost \$4,000 for Anderson memorial, and about \$4,000 for 1000 Books Before Kindergarten.
 - b. Endowment Report: Jo Keillor pointed out that FNB CD #20945 matured and was switched to a brokered CD with Southwest Bank moving it from 0.50% interest to 4.7% interest which will be paid at the end of the 12-month term. She will correct two typos on maturity dates.

7. Friends of the Greenville Public Library Report: Velma Cochran reported that a restaurant event is being planned. They plan to help with the book sale during the Citywide yard sale. They are focusing on recruiting business members. They are getting good attention on their Facebook page. Construction of the Story Walk® project this year is a goal. She expressed gratitude to FNB for all their help. The next meeting is Monday, March 6 at 6:30 pm in the Bradford Room.

8. Director's Report

- A. Library Long Term Goals/Projects/Discussion: Jo Keillor reported the ILLINET and annual certification are due next month. She reported recent holidays celebrated by the Library. She reported that there will be a Stuffy Sleepover February 24-25. She asked for a combined Finance committee and Building & Grounds committee meeting.
- B. 2023-2024 Calendar Board Meetings: The board meeting dates were approved at the January board meeting.
- C. 2023-2024 Calendar Holidays: The holiday dates were approved at the January board meeting.
- D. Board Member Terms of Office: Jo Keillor reminded Judy Cox and Cynthia Wiegand that their terms expire in April. They need to let her know if they will continue or not. Lorna Gaffney has already indicated that she will continue.
- E. FY 2023 Per Capita Grant: Jo Keillor reported that the Per Capita grant was completed and turned in on time.
- F. Conflict of Interest forms: Jo Keillor reminded board members to complete and return their conflict of interest forms before May 1st to avoid a penalty. She will get a form for Lorna Gaffney.

9. Head Librarian's Report: Christal Valentin reported that all numbers are still down from pre-COVID, but have increased since last year. She reported on recent programs. Pat Kious was the winner of the houseplant for Houseplant Appreciation Day. Sandy Lang and Tina Dunbar each one a crockpot for National Slow Cooker Appreciation Month. Jo Keillor did an Escape Room last Sunday. 2022 magazines will be withdrawn after the March board meeting. They will be available for patrons to take.

10. Committee Reports

- A. Library Materials Report: The members have each submitted their book selection lists, but the committee has not met.
- B. Finance Report: The committee has a meeting scheduled soon.

- C. Publicity Report: A committee meeting is being planned.
- D. Personnel and Policy Report: The committee did not meet.
- E. Building and Grounds Report: The committee will meet soon with the Finance committee.

11. Unfinished Business: Chance Vohlken requested a special meeting to be held on Thursday, February 23 at 4:30 pm. Curtis Flake volunteered to have it at the United Methodist Church.

12. New Business: There was none.

Next Board Meeting —**Thursday, March 9, 2023, 4:00 p.m.**

13. Adjourn: Kyle Littlefield motioned to adjourn. Dale Martin seconded the motion. Approved 6-0. The meeting adjourned at 4:28 pm.