

**Greenville Public Library Trustees Meeting
Via conference call**

1-978-990-5084, password 8638025

Following the state declaration of emergency issued by Governor Pritzker and the issuance of Tier 3 mitigations, the Greenville Public Library will hold board meeting by remote participation. Members of the public may join the meeting by calling into the conference call line.

January 14, 2021

4:00 p.m.

Minutes

1. Call to Order: The meeting was called to order by President Dale Martin at 4:01 pm.
2. Roll Call of Members: Present: Dale Martin, Mike Heath, Cynthia Wiegand, Cindy Catron, Judy Cox, Dieadre Schaufelberger, Chance Vohlken, Kayla Curry, Jane Wilhite. Absent: none. Also present: Director Jo Keillor, Head Librarian Christal Valentin, and Advocate reporter Steven Stilt. Conference call record shows – P. Elmore present.
3. Public Comment: None
4. Approval of Minutes:
 - a. Approval of December 10, 2020 Board Meeting Minutes: Jane Wilhite motioned to approve the December 10, 2020 Board meeting minutes. Cindy Catron seconded the motion. Voting to approve the motion: Martin, Heath, Wiegand, Catron, Cox, Vohlken, Curry, Wilhite, and Schaufelberger. None opposed. Motion approved 9-0.
5. Approval of December Bills as Presented: Cynthia Wiegand motioned to approve the December bills as presented. Kayla Curry seconded the motion. Voting to approve the motion: Martin, Heath, Wiegand, Catron, Cox, Vohlken, Wilhite, and Schaufelberger. None opposed. Motion approved 9-0.
6. Finance Report: Jo Keillor presented the financial reports noting correction in FNB CD #1702293 maturity date. Actual maturity date is January 21, 2021. That CD and BNB CD #8844, which matures 2/2/21 will be reinvested before the next board meeting.
 - a. Cash/Investments Report
 - b. Endowment Report
6. Director's Report

- A. Library Long Term Goals/Projects/Discussion: Jo Keillor reported that curbside delivery is going well. It is busy. She continues to monitor the positivity rates and tier mitigations to determine when it is safe for patrons to browse again.
- B. 2021-2022 Calendar Board Meetings: Jo Keillor presented the dates for the 2021-2022 board meetings, noting that all meetings are scheduled for the second Thursday of the month except November. The November meeting was changed to the third Thursday in order to avoid Veterans Day. Judy Cox motioned to approve the 2021-2022 calendar board meeting dates as presented. Cynthia Wiegand seconded the motion. Voting to approve the motion: Martin, Heath, Wiegand, Catron, Cox, Vohlken, Wilhite, and Schaufelberger. None opposed. Motion approved 9-0.
- C. 2021-2022 Calendar Holidays: Jo Keillor presented the dates for the 2021-2022 holidays. Jane Wilhite motioned to approve the 2021-2022 calendar holidays as presented. Judy Cox seconded the motion. Voting to approve the motion: Martin, Heath, Wiegand, Catron, Cox, Vohlken, Wilhite, and Schaufelberger. None opposed. Motion approved 9-0.
- D. Board Member Terms of Office: Jo Keillor noted that three board members' terms expire 4/30/21. Mike Heath, Kayla Curry, and Jane Wilhite need to contact Dale Martin or Jo Keillor to verify if they plan to continue or not.
- E. Summer Reading Program Funding: Jo Keillor asked Board members to consider ways to fund the Summer Reading Program. The Spring Historical event, which funded SRP in the past, is hampered by the pandemic regulations. Kayla Curry suggested a virtual program. Jo Keillor will look into it.
- F. FY 2020 Per Capita Grant: Read Appendices A-K on pages 46-63. Be prepared to discuss the checklist on pages 61-63: After discussion, Chance Vohlken volunteered to modify a sample home maintenance schedule that he has to fit the library's needs.
- G. City Council report: Dale Martin, Jo Keillor, and Mike Heath gave a report to the city concerning the board's discussion on building. Dale Martin thinks that they were happy to hear the board's thoughts and the information that we aren't ready to proceed yet. The council was invited to tour the library building to see the issues firsthand. Steven Stilt indicated that he will cover the library topic in the Advocate next week. Dale Martin stated that the staff is the strongest part of the library. Cynthia Wiegand said that the staff is a great team.

- H. Back to Books and PPE grants update: Jo Keillor reported that spending has begun for both grants – up to \$500 for the PPE and \$2750 for the Back to Books grant. They are reimbursable grants, meaning that the state will reimburse us for purchases up to the limit of the grant.
- I. Recent Programming report: Jo Keillor reported that the Twelve Days of Christmas crafts program went well with 25 families participating.

7. Head Librarian's Report: Christal Valentin reported that there were 14 adults and two teen entries in the adult reading contest. The two winners of the adult reading contest chose their local business gift certificates from IGA and Kahuna's. She also reported on the progress of inventory of the juvenile books. Christal Valentin reported that she has ordered and is processing 55 playaways for the juvenile and young adult collections. These are funded by the Back to Books grant. She has contacted the elementary and middle school about sending out information concerning the new collection.

8. Committee Reports: Dale Martin encouraged the board members to review their committee assignments and charges in the policy manual.

- A. Library Materials Report: The committee submitted their requests.
- B. Finance Report: The committee did not meet.
- D. Publicity Report: Jo Keillor continues to write articles for the Advocate and make announcements on WGEL.
- E. Personnel and Policy Report: The committee did not meet.
- F. Building and Grounds Report: The committee did not meet.

9. Unfinished Business

A. Dewberry: Because there are concerns about both an addition and a new building, Dale Martin suggested keeping the topic open in unfinished business and continuing to explore options.

10. New Business: Jo Keillor expressed her sorrow at the passing of Mary Hoiles, a former library employee. Kayla Curry stated that according to Mary's daughter, the services will be this summer.

Next Board Meeting —**Thursday, February 11, 2021, 4:00 p.m.**

11. Adjourn: Cindy Catron made a motion to adjourn. Kayla Curry seconded the motion. Voting to approve the motion: Martin, Heath, Wiegand, Catron, Cox, Vohlken, Curry, Wilhite, and Schaufelberger. None opposed. Motion carried 9-0. The meeting was adjourned at 4:48 pm.