

Greenville Public Library Trustees Meeting

Greenville, IL. 62246

July 13, 2023

Minutes

1. **Call to Order**-Chance Vohlken called the meeting to order at 4:28 p.m.
2. **Roll Call of Members**-Present: Judy Cox, Dale Martin, Lorna Gaffney, Kyle Littlefield, Jane Wilhite, Chance Vohlken, and Kayla Curry. (Ms. Curry left meeting at 5:15). Absent: Cynthia Wiegand. Also present: Director Jo Keillor, Head Librarian Christal Valentin, Media representative Rachel Terry.
3. **Public Comments**-There was a Zoom meeting held with Mubdi Rahman to look at possible Solar Eclipse Events to be developed and coordinated between Greenville Public Library and his foundation, Sidrat Research. He presented a suggested timeline that would allow GPL to engage the community in events dealing with the total solar eclipse taking place in April of 2024.
4. **Approval of Minutes**
 - a. **Approval of June 8, 2023 Board Meeting Minutes**-Motion to approve by Dale Martin. 2nd by Kyle Littlefield. Approved 7-0.
 - b. **Approval of April 27, 2023 Policy and Personnel Committee Meeting Minutes**-Motion to approve by Lorna Gaffney. 2nd by Kyle Littlefield. Approved 7-0
 - c. **Approval of June 1, 2023 Finance and Records Committee Meeting Minutes**-Motion to approve by Kyle Littlefield. 2nd by Dale Martin. Approved 7-0.
 - d. **Approval of June 29, 2023 Policy and Personnel Committee Meeting Minutes**-Motion to approve by Lorna Gaffney. 2nd by Dale Martin. Approved 7-0
5. **Approval of June 2023 Bills as Presented**-Motion to approve by Judy Cox. 2nd by Kyle Littlefield. Approved 7-0
6. **Finance Report**
 - a. **Cash/Investments Report**
 - b. **Endowment Report**
 - c. **Annual Audit**-Director Keillor has submitted the information required.
7. **Friends of the Greenville Public Library Report**-There was no member of FGPL present. Director Keillor heard from President Cochrane that they raised \$449 from the brownie sundae sales held in conjunction with the Greenville Muni Band Concert on the library lawn. The group is sponsoring a Hobby Night on July 19. This night will feature a presentation on bird watching and bird photography. Director Keillor will attend and will take books there to go along with the topic.
8. **Director's Report**
 - a. **Library Long Term Goals/Projects/Discussion**-There was discussion on creating a committee to work on Solar Eclipse events. Trustees are asked to submit possible names of community/education members to serve on this committee. It has been suggested that Greenville Public Library have an identifiable logo.

Someone has offered to create one for a \$450 fee. Director Keillor and Lorna Gaffney will explore options.

- b. **Elevator Inspection**-The inspection company will schedule us for an inspection in August.
 - c. **Story Walk Update**-The memorial contributions for former trustees Joanne Anderson and Bill Davidson total \$6575. (An additional \$300 by the Anderson family brings that amount to \$6875.) The estimate received in January was \$5553. Installation fees by Slatton's was bid at \$2581. However the actual amount for installation may come in under that amount.
 - d. **Downstairs renovation update**- Scott's Painting will begin painting August 14. The library is looking for boxes with lids to facilitate the moving of books. They are hoping to acquire 200 boxes.
9. **Head Librarian's Report**- Librarian Valentin pointed out there were 17 new patrons in June. This is more than typically sign up in a month's time. There were 1745 patrons in June. That is up by 18 from 2022. There are 107 children signed up for "Ice Cream for Books." They have given out 230 Dilly Bar coupons. There are fewer children this year that have signed up. However, the number of coupons handed out is more than at this time last year. This indicates that those who have signed up are more involved than last year. There are 8 high school students and 43 adults signed up for the reading program at their levels. July's Story Time Summer Program is underway and is going well.

10. Committee Reports

- a. **Library Materials Report**-They submitted recommendations.
- b. **Finance Report**-As CDs are maturing the library has been able to reinvest at higher interest rates. The committee supports the Story Walk expenditures.
- c. **Publicity Report**-Did not meet.
- d. **Personnel and Policy Report**-Met June 29. Minutes have been submitted and approved.
 - i. **IL House Bill 2789-Reconsideration of Materials**-(First reading) The committee suggests adopting American Library Association's Library Bill of Rights and to add, "The Greenville Public Library shall protect the intellectual freedom of the library user, and shall prevent censorship of its library materials, ensuring items are not withdrawn from its library collection merely because individuals or groups object to the material."
 - ii. **ILSB208-Paid Leave**-(First reading) The committee suggests providing paid time off for part time employees according to these guidelines: paid time off (PTO) will accrue at the rate of 0.025 hour per hour worked up to 40 hours, no more than 40 hours of PTO may be accumulated, and PTO must be taken in one-hour increments.
 - iii. **2nd reading of proposed language changes in policy manual**- Motion to approve these changes was made by Kyle Littlefield. 2nd by Dale Martin. Approved 6-0.
 - 1. **Section 5 Subsection 8**- Changing "Any resident citizen" to "A citizen residing within the service area"

2. Section 4 Subsection 2B- Removing “normal” from operating hours

e. Building and Grounds Report-Did not meet

11. Unfinished Business

a. Powerpoint presentation to the City Council- Lorna Gaffney presented the current presentation. There will be patron stories added before it is finalized.

12. New Business-None

13. Next Board Meeting-Thursday, August 10, 2023, 4:00 p.m. Location-Greenville Public Library

14. Adjourn-Kyle Littlefield made a motion to adjourn. 2nd by Lorna Gaffney. Approved 6-0 Meeting adjourned at 5:42.