

**Greenville Public Library Trustees Meeting
The Bradford Room
Or via conference call**

1-978-990-5084, password 8638025

July 14, 2022

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: Dieadre Schaufelberger, Chance Vohlken, Dale Martin, Judy Cox, Cynthia Wiegand, and Kyle (@ 4:03 pm). Absent: Kayla Curry, Curtis Flake and Jane Wilhite. Also present: Director Jo Keillor, Head Librarian Christal Valentin, and FGLP representative Velma Cochrane.
3. Public Comment: There were no public comments.
4. Approval of Minutes:
 - a. Approval of June 15, 2022 Board Meeting Minutes: Dale Martin motioned to approve the June 15, 2022 Board meeting minutes. Dieadre Schaufelberger seconded. Approved 5-0.
 - b. Approval of June 22, 2022 Finance and Records Committee Meeting Minutes: Cynthia Wiegand motioned to approve the June 22, 2022 Finance and Records Committee meeting minutes. Dieadre Schaufelberger seconded the motion. Approved 5-0.
5. Approval of June 2022 Bills as Presented: Jo Keillor presented the June 2022 bills, pointing out the bills for Gebke Brick (front stairs), Illinois Library Association (Jo Keillor to attend Director's University 2.0), Naco (Ice Cream Award Cards), Dairy Queen (Dilly Bars for SRP), and \$209,424.19 in and out (matured CD to brokered CD). Judy Cox motioned to approve the June 2022 bills as presented. Kyle Littlefield seconded the motion. Approved 5-0.
6. Finance Report: Jo Keillor presented the finance reports.
 - a. Cash/Investments Report
 - b. Endowment Report
 - c. Annual Audit: The auditors have the books from last fiscal year. Jo Keillor reported that they have had a few questions concerning the ARPA grant and the radiator.
6. Director's Report

A. Library Long Term Goals/Projects/Discussion

- 1,000 BBK report: Jo Keillor reported that two children have already read 400 books and several children have read at least 100 books.
- Front steps: Jo Keillor reported that the project took just over one week to complete. The project has received several positive comments – in person and on Facebook.
- Director's University 2.0: Jo Keillor reported that she was accepted into Director's University 2.0 (a three-day training put on by Illinois Library Association.) She will be in Springfield for it from August 2-4, 2022.

B. Friends of the Library report: Velma Cochrane reported that the FGPL has 26 memberships. The fundraiser at Joe's Pizza and Pasta was successful raising \$350 plus \$78.55 in tips. Their July meeting was cancelled due to lack of a quorum. Their August meeting is August 1 at 6:30 pm at the Bradford Room. Cynthia Wiegand volunteered to be the Greenville Public Library board representative.

B. Elevator Inspection Scheduled: Jo Keillor reported that the elevator will be inspected by the state before August 30, 2022.

C. Annual Freedom of Information Act (FOIA) & Open Meeting Act (OMA) Training -- <http://foia.ilattorneygeneral.net/Training.aspx>: Jo Keillor urged all board members to complete the OMA training and submit their certificates as soon as possible.

7. Head Librarian's Report-Summer Reading Update: Christal Valentin presented the monthly report and gave a Summer Reading program update. She pointed out that the number of patrons continues to increase from last year. The second drawing for the high school and adult participants was July 13. The final day to submit entries for the last drawing is July 30. That is also the final day for children to earn a dilly bar. Christal Valentin reported that the next special guest for July programming is Kim (Princess) Lugge. The last program's special guest will be Dr. Darrell Iler with Prof. Pattenaude conducting amazing science experiments and making ice cream with liquid nitrogen. Christal Valentin reported that fourth grade teacher, Donna Carlson, asked her to lead a field trip with her students to the library at the end of August. She will also visit Mrs. Carlson's classroom every other month after that.

8. Committee Reports

- A. Library Materials Report: The committee submitted their request lists and materials were ordered.
- B. Finance Report: The committee met on June 22, 2022. Jo Keillor reported that she did not renew the OCLC contract due to lack of use and increase in cost.

- D. Publicity Report: Jo Keillor continues to write articles for the Advocate, make announcements on WGEL, and post on the Facebook page.
- E. Personnel and Policy Report: The committee did not meet.
- F. Building and Grounds Report: The committee did not meet. It was recommended that the bushes at the front of the library be trimmed. Jo Keillor stated that she had already asked the mowers to do that. They agreed to trim them the next time they mowed

9. Unfinished Business

A. City Presentation Outline: Chance Vohlken stated that there will not be a meeting on August 1 as it had been hoped. He reported that the potential property for a new building had been sold. It was suggested that a meeting with City Manager Jo Hollenkamp be set up to discuss possible locations. Chance Vohlken and Jo Keillor will set that up.

10. New Business

Next Board Meeting —**Thursday, August 11, 2022, 4:00 p.m.**

11. Adjourn: Kyle Littlefield motioned to adjourn. Dale Martin seconded the motion. Approved 5-0.