

Greenville Public Library Trustees Meeting
Bradford Room
Via conference call
1-978-990-5084, password 8638025
July 8, 2021
4:00 p.m.
Minutes

1. Call to Order: President Dale Martin called the meeting to order at 4:00 pm.
2. Roll Call of Members: Present: Judy Cox, Cynthia Wiegand, Kayla Curry, Dale Martin, Chance Vohlken, Jane Wilhite, and Cindy Catron and Deadre Schaufelberger (@ 4:05 pm). Absent: Kyle Littlefield. Also present: Director Jo Keillor and Head Librarian Christal Valentin.
3. Public Comment: There were no public comments.
4. Approval of Minutes: Cindy Catron motioned to approve the June 2021 minutes. Cynthia Wiegand seconded the motion. Approved: 6-0.
 - a. Approval of June 10, 2021 Board Meeting Minutes
5. Approval of June 2021 Bills as Presented: Jo Keillor identified the larger and/or unusual bills. Jane Wilhite motioned to approve the June 2021 bills. Judy Cox seconded the motion. Approved 7-0.
6. Finance Report: Jo Keillor reported that the Midland States Bank CD was rolled over upon maturity, the Sallie Mae CD at FNB is in the process of being switched to a non-brokered CD, and interest rates are being compared before the BNB CDs are renewed.
 - a. Cash/Investments Report
 - b. Endowment Report
 - c. Annual Audit: Jo Keillor reported that the books are at the auditor's now.
6. Director's Report
 - A. Library Long Term Goals/Projects/Discussion: Jo Keillor reported that according to Sue Ann Nelson the first tax payment will not be received until at least early October. She shared that many annual expenses are due in August including about \$5,000 in fees to SHARE and IHLS. The finance committee will need to meet to decide the best way to handle the shortfall.

- B. Elevator Inspection: Jo Keillor reported that the elevator passed the annual inspection. She has submitted the proper forms to the State for certification.
- C. Annual Freedom of Information Act (FOIA) & Open Meeting Act (OMA) Training -- <http://foia.ilattorneygeneral.net/Training.aspx> Jo Keillor reminded the board members that OMA training is required annually. She told them that the website is down at the moment, but she will inform them when it is up and running again.
- D. Bank Signatures: Chance Vohlken motioned to approve the following as bank signers - Dale Martin, Cynthia Wiegand, Kyle Littlefield, and Jolene Keillor – and to remove Ted Thies and William Davidson as bank signers. Kayla Curry seconded the motion. Approved 7-0.
- E. Memorials for Mary Hoiles: Jo Keillor reported that the total received for memorials for Mary Hoiles is \$2250. Purchases made with memorial monies will reflect Mary’s interests.

7. Head Librarian’s Report-Summer Reading Update: Christal Valentin reviewed her reports and detailed the summer reading reports. She also reported that the library is receiving donations again. She thanked the board members who read at the July programming on Wednesday, July 7 – Jane Wilhite, Cynthia Wiegand, and Cindy Catron.

8. Committee Reports

- A. Library Materials Report: The committee members met individually with Jo Keillor and Christal Valentin to discuss the request for reconsideration of materials issue brought up at the June 2021 board meeting. Copies of the letter sent to the patron were provided to the board members.
- B. Finance Report: The committee did not meet.
- D. Publicity Report: Jo Keillor continues to submit articles to the Advocate and record spots on WGEL. Chair Judy Cox explained that the committee is planning to meet soon.
- E. Personnel and Policy Report: The committee did not meet.
- F. Building and Grounds Report: Jo Keillor reported that the lock on the drop box is still not working correctly all the time. Jane Wilhite volunteered that her husband will look at it. Jo Keillor reported that the elevator is not working in the afternoons. Custom Home Elevators has been called and will check it next week.

9. Unfinished Business: The board discussed moving forward with Dewberry’s advice. The possibility of a town meeting with the Dewberry architect and engineer and Fred Schlipf was discussed. Jo Keillor recommended waiting until at least mid-October in order to wait for tax money.

10. New Business: Jo Keillor reported that Sue Ranson, wife of the shop teacher whose class built the animal chairs, has expressed interest in having the chairs. The board agreed to let Mrs. Ranson have the chairs. The board also agreed to continue research the possibility of moving the model ship. Dale Martin recommended that board members visit the Greenville University Library. It has a community focus.

Next Board Meeting —**Thursday, August 12, 2021, 4:00 p.m.**

11. Adjourn: Chance Vohlken made the motion to adjourn. Jane Wilhite seconded the motion. Approved 7-0. The meeting adjourned at 5:00 pm.