

**Greenville Public Library Trustees Meeting
Annual Meeting**

The Bradford Room

Greenville, Illinois 62246

Also, via 1-978-990-5084, password 8638025

June 15, 2022

4:00 p.m.

Minutes

1. Call to Order: President Chance Vohlken called the meeting to order at 4:01 pm.
2. Roll Call of Members: Present: Dale Martin, Cynthia Wiegand, Kayla Curry, Kyle Littlefield, Chance Vohlken, Dieadre Schaufelberger, Curtis Flake, and Jane Wilhite. Absent: Judy Cox (via Facetime). Also present: Director Jo Keillor, Head Librarian Christal Valentin, FOL members Velma Cochrane and Barbara Vaughan, and Advocate reporter Rebecca Sponslor.
3. Public Comments: Chance Vohlken read a letter of appreciation from Leslie Bednar, Executive Director of IHLS. She wanted the trustees to be aware of Jo Keillor's value on the IHLS's nominating committee.
4. Approval of Minutes:
 - a. Approval of May 12, 2022 Board Meeting Minutes: Kayla Curry motioned to approve the May 12, 2022 Board meeting minutes. Kyle Littlefield seconded the motion. Approved 7-0.
5. Approval of May 2022 Bills as Presented: Cynthia Wiegand motioned to approve the May 2022 bills as presented. Dale Martin seconded the motion. Approved 7-0.
6. Finance Report: Jo Keillor presented the finance reports pointing out that BNB CD # 138969 matures on June 21, 2022.
 - a. Cash/Investments Report
 - b. Endowment Report
 - c. Annual Audit: Jo Keillor reported that the books are ready for the auditors.
 - d. Bank signatories: Kyle Littlefield motioned to remove Michael Heath and William Davidson from the list of bank signers and to add Chance Vohlken to the list of bank signers. Dale Martin seconded the motion. Approved 7-0.
6. Director's Report

- A. Library Long Term Goals/Projects/Discussion: Jo Keillor reported that the 1,000 Books Before Kindergarten program is going very well. About 30 children have signed up. Two children have already reached the first goal of 100 books. She is waiting for more Reading Challenge books to be shipped.
- B. Annual Non-Resident Fees
- Continue: Dale Martin motioned to continue to offer non-resident cards at the rate determined by the mathematical formula which is \$40. Kayla Curry seconded the motion. Approved 7-0.
 - Under 18: Illinois has mandated Cards for Kids program that provides free library cards to non-resident children who qualify for the free and reduced lunch program. GPL offers those. There is an unfunded aspect to open free cards to all non-resident children under 18. Kyle Littlefield motioned to offer free non-resident library cards to those qualifying for free and reduced lunch but not to all non-resident children under 18. Dale Martin seconded the motion. Approved 7-0.
- C. Elevator Update: Jo Keillor reported that the annual maintenance check on the elevator is done. The state inspection will be scheduled before the certificate expires August.
- D. IPLAR (Illinois Public Library Annual Report) Report: Jo Keillor reported that she and Christal Valentin have been working on the IPLAR. The state required more detailed information this year making it a major task to complete. She thanked Christal Valentin for her hard work and cooperative efforts. She pointed out that the Summary Report given to the board members is a narrative drawn from the IPLAR. The IPLAR is due June 30. She is on track to submit it by then.
- E. Muni Band Concert: Jo Keillor reported that the June 9 Muni Band concert on the Library lawn went well in spite of miscommunication with the mowers. She thanked Chance Vohlken for mowing the lawn. She also thanked the Friends of the Library for offering lemonade and cookies to people attending the concert. It was well received.
- F. Friends of the Library report: Velma Cochrane and Barbara Vaughan reported that there are currently 19 memberships plus four more that were just submitted. They reported that their first fundraiser will be Monday, June 20, 2022 from 4-8 pm at Joe's Pizza and Pasta. They invited everyone to support them.

G. Committee Assignments: Chance Vohlken made committee assignments as followed:

Finance & Records: Kyle Littlefield(chair), Dale Martin, and Cynthia Wiegand

Library Materials: Cynthia Wiegand (chair), Judy Cox, and Dale Martin

Policy & Personnel: Dieadre Schaufelberger (chair), Jane Wilhite, and Kyle Littlefield

Building & Grounds: Kayla Curry (chair), Dieadre Schaufelberger, and Curtis Flake

Publicity & Promotions: Jane Wilhite (chair), Kayla Curry, and Curtis Flake

7. Head Librarian's Report-Summer Reading Update: Christal Valentin presented the May report. The number of patrons was up over 300 from 2021. It has been a super busy two weeks. There were over 100 patrons on June 1 which was the first day to sign up for the summer reading program and the 1,000 Books Before Kindergarten program. There are currently 92 children, 10 high school students, and 44 adults signed up for SRP. Christal Valentin reported that Rosie Baker designed and created book bags to be used as prizes. The first drawing is June 22. Christal Valentin reported that the first adult coloring contest was well received. 18 patrons took a coloring sheet home. She thinks we will do it again, possibly in the fall. Christal Valentin reported that we are partnering with Cheralee Vohlken (Jo Mama's Signature Sweets) and Espressions Coffee Roasting Co. to "travel the world." Jo Mama's will have appropriate treats, for sale at Wayne's, Espressions will have a special drink, and the Library will create a list of books set in that country. There will be a new destination each week. Currently, the destination is Australia. The program will run through August 13. Christal Valentin also gave the annual report of the library statistics. The total outstanding fines of \$21,380.46 is only about \$700 higher than last year. She highlighted the number of items routed in from other libraries (10,408), a major advantage of belonging to ILHS. She reported the value of our collection (~\$550,312.30), a summary of donations, and a current list of periodicals received – those subscriptions either purchased by the library or donated by an individual.

8. Committee Reports

- A. Library Materials Committee Report: The committee submitted their suggestions.
- B. Finance Committee Report: The committee did not meet but will soon.
- C. Publicity Committee Report: Kayla Curry read a report of the committee's activities written by Chair Judy Cox. The committee had a booth at the Farmer's Market on Dairy Day where they gave out 49 flyers, relayed information on our program, and received two memberships to FGPL. The committee thanked Kayla Curry, Dale Martin, Chance Vohlken, and Judy Cox for manning the booth. They also thanked Jes Adam for loaning the canopy and waiving the entrance fee.

- D. Personnel and Policy Committee Report: The committee did not meet. The new policy manual is ready for trustees to take.
- E. Building and Grounds Committee Report: The committee did not meet. Jo Keillor reported that the storm last Sunday caused the NW corner downspout to move. She thanked Dale Martin fixing it. Jo Keillor reported that Gebke will start the repairs of the front steps on June 21. Patrons will be advised to use the elevator or the east entrance.

9. Unfinished Business

- A. City Presentation Outline: Chance Vohlken and Kyle Littlefield have prepared an outline. Chance Vohlken is looking for input from the trustees. There will be a special meeting on Monday, August 1, 2022 to approve a slide show presentation to be shown to the City Council in September.
Cynthia Wiegand volunteered to be the Board liaison at the July FGPL meeting on July 11.

10. New Business: There was no new business.

Next Board Meeting — **Thursday, July 14, 2022 4:00 p.m.**

11. Adjourn: Dale Martin motioned to adjourn. Dieadre Schaufelberger seconded the motion.
Approved 7-0.