

Greenville Public Library Trustees Meeting
The Bradford Room
Or via conference call
1-978-990-5084, password 8638025
March 10, 2022
4:00 p.m.
Minutes

1. Call to Order: Board President Dale Martin called the meeting to order at 4:00 pm
2. Roll Call of Members: Present: Deadre Schaufelberger, Cynthia Wiegand, Judy Cox, Jane Wilhite, Kyle Littlefield, Dale Martin, Cindy Catron, Kayla Curry, and Chance Vohlken. Also present: Director Jo Keillor, Head Librarian Christal Valentin, City Manager Jo Hollenkamp, and Advocate reporter Rebecca Sponsler.
3. Public Comments: There were no public comments.
4. Approval of Minutes:
 - a. Approval of February 10, 2022 Board Meeting Minutes: Kyle Littlefield motioned to approve the February 10, 2022 Board meeting minutes. Cindy Catron seconded the motion. Approved 8-0.
 - b. Approval of March 3, 2022 Finance and Records Committee Meeting Minutes: Cynthia Wiegand motioned to approve the March 3, 2022 Finance and Records Committee meeting minutes. Kyle Littlefield seconded the motion. Approved 8-0.
 - c. Approval of March 8, 2022 Building and Grounds Committee Meeting Minutes: Kayla Curry motioned to approve the March 8, 2022 Building and Grounds Committee meeting minutes. Jane Wilhite seconded the motion. Approved 8-0.
5. Approval of February 2022 Bills as Presented: Jo Keillor presented the February 2022 bills. Kayla Curry motioned to approve the February 2022 bills. Judy Cox seconded the motion. Approved 8-0.
6. Finance Report: Jo Keillor presented the Cash/Investments Report and the Endowment Report.
 - a. Cash/Investments Report
 - b. Endowment Report
7. Director's Report: Kyle Littlefield introduced the new City manager, Jo Hollenkamp. Mrs. Hollenkamp informed the Board of her background, her hopes to develop a relationship with the Library, and her love of reading.

- A. Library Long Term Goals/Projects/Discussion: Jo Keillor reported that the initial books for 1,000 Books Before Kindergarten were ordered and have arrived. Jo Keillor thanked Chance Vohlken for his donation that funded the initial books. She is seeking donors for the final books to give away. She plans to begin the program this summer. Jo Keillor reported that the Stuffy Sleepover was a success with 15 children and 10 adults participating. The stuffies had a grand time exploring the Library, watching a movie, reading stories, and taking selfies on the copier. Upcoming holidays are National Popcorn Day, Plant a Flower Day, and Pi Day. Jane Wilhite volunteered to donate a pie. March is National Crafting Month and Christal Valentin has planned a craft for adults and one for children to come to the Library to make. Jo Keillor encouraged Board members to participate in the Illinois Libraries Present program on March 30, 2022. Jenny Lawson is the featured author. Jo Keillor reported that the Greenville Museum Day is Saturday, May 7, 2022 from 9:00 am to 3:00 pm. She asked for Board members to volunteer for a two hour shift that day to lead tours. She has the tour information ready for each volunteer. If there are no volunteers, she is concerned that the alternative is that the Library will have to pay employees to do it which is not ideal.
- B. 2022-23 Proposed Budget: Jo Keillor presented the proposed 2022-23 budget. If Board members have any questions, they should contact her. The budget will be voted on at the next meeting.
- C. Board Member Vacancy: Cindy Catron has resigned from the Board at the end of her term. Board members are encouraged to seek nominees for the position.
- D. Statements of Economic Interest: Jo Keillor reminded Board members to fill out and return their Statements of Economic Interest.

8. Head Librarian's Report: Christal Valentin reported on the statistics for February. Numbers have increased since last year, but are not at pre-COVID levels yet. Christal Valentin reported that the Library has printed 23 tax forms in February, saving the community \$5.75. She also reported that she will finish ordering the replacements for books damaged from the radiator leak soon. Christal Valentin reported that books that have not been checked out since 2013 have been weeded. She also reported that periodical weeding begins tomorrow. Both of these weeding processes will result in a high number of weeded materials next month. Christal Valentin reported there are 63 active Cloud Library users. There are over 75,500 items available on Cloud Library, double the amount available five years ago.

9. Committee Reports

- A. Library Materials Report: The committee submitted their selections.
- B. Finance Committee Report: The committee met. See Minutes from March 3, 2022.

- C. Publicity Report: The committee and the Friends of the Library Steering Committee are planning to participate in the citywide yard sale. They will meet next week to discuss that.
- D. Personnel and Policy Report: The new policy handbook is ready to be sent out. Jo Keillor will send that via email. Board members should be prepared to discuss it at the April meeting and vote to approve it at the May meeting.
- E. Building and Grounds Report: The committee met. See their Minutes from March 8, 2022. Jo Keillor will submit an ad for the help wanted section to the Advocate for lawn care and snow removal.

10. Unfinished Business: The recommendation from the Resource Allocation Panel will be on the April agenda.

11. New Business: Jo Keillor thanked Chance Vohlken for orchestrating the procurement of an AED unit. He plans to install it this weekend. Staff will need to be trained on how to use it.

Next Board Meeting – **Thursday, April 14, 2022, 4:00 p.m.**

12. Adjourn: Kyle Littlefield motioned to adjourn. Judy Cox seconded the motion. Approved 8-0. The meeting adjourned at 5:07 pm.