

## **Greenville Public Library Trustees Meeting**

**Via conference call**

**1-978-990-5084, password 8638025**

**Following the state declaration of emergency issued by Governor Pritzker and the issuance of Tier 3 mitigations, the Greenville Public Library will hold board meeting by remote participation. Members of the public may join the meeting by calling into the conference call line.**

**March 11, 2021**

**4:00 p.m.**

**Minutes**

1. Call to Order: President Dale Martin called the meeting to order at 4:01 pm
2. Roll Call of Members: Present: Cindy Catron, Kayla Curry, Mike Heath, Dale Martin, Cynthia Wiegand, and Deadre Schaufelberger. Absent: Judy Cox, Chance Vohlken, and Jane Wilhite. Also present: Director Jo Keillor and Head Librarian Christal Valentin.
3. Public Comments: There were no public comments.
4. Approval of Minutes:
  - a. Approval of February 11, 2021 Board Meeting Minutes: Deadre Schaufelberger pointed out inconsistencies on the numbering of the February 11, 2021 Board meeting minutes. Jo Keillor will correct that. Cindy Catron made the motion to approve the minutes as corrected. Cynthia Wiegand seconded the motion. Voting to approve: Cindy Catron, Kayla Curry, Mike Heath, Cynthia Wiegand, and Deadre Schaufelberger. Opposed: none. Motion approved 5-0.
5. Approval of February 2021 Bills as Presented: Jo Keillor explained several bills. Mike Heath made a motion to approve the bills as presented. Cindy Catron seconded the motion. Voting to approve: Cindy Catron, Kayla Curry, Mike Heath, Cynthia Wiegand, and Deadre Schaufelberger. Opposed: None. Motion approved 5-0.
6. Finance Report: Jo Keillor reported there were errors in the January Cash and Investments Report. She fixed and resubmitted those to the board, corrected. She also submitted the February Cash and Investments reports.
  - a. Cash/Investments Report
  - b. Endowment Report
7. Director's Report
  - A. Library Long Term Goals/Projects/Discussion: Jo Keillor reported that the Library will open up the library to limited numbers of patrons at a time, beginning Monday, March 29, 2021. This will give

employees two weeks after their second COVID immunizations to reach full immunity. Patrons will still be required to wear a mask and social distance. Curbside (by appointment) will still be an option for those uncomfortable with coming into the library or uncomfortable with wearing a mask. Computers will be available by appointment. Staff will regularly clean throughout the day. Jo Keillor also reported that the Library will partner again with the Kingsbury Park District and the KRP to sponsor a StoryWalk® at Patriot's Park from March 29 – April 10, 2021. This will allow time for families to visit over spring break and throughout National Library Week. Jo Keillor reported that Toddler/Preschool Story Time will resume Wednesday, April 7. It will be every Wednesday morning in April and May and will be held on the Library lawn, weather permitting.

- B. Summer Reading Program fundraiser: Jo Keillor estimates that it will take \$600-800 to pay for the summer reading program. The costs include a program featuring a magician (\$350), adult prizes, teen prizes, dilly bar coupons for children, and weekly incentives for children during July programming. To finance the Summer Reading program, Jo Keillor presented to the Board the option of the Library hosting a virtual trivia night. After discussion that included concern for the logistics of hosting a trivia night, other ideas were discussed. Cynthia Wiegand made a motion that we take donations from board members and add interest monies to meet the Summer Reading Program expenses. Mike Heath seconded the motion. Voting to approve: Cindy Catron, Kayla Curry, Mike Heath, Cynthia Wiegand, and Dieadre Schaufelberger. Opposed: None. Motion approved 5-0.
- C. Election of Board Officers- April 8, 2021 Regular Board Meeting: Jo Keillor reminded the board that officers will be elected at the April board meeting. She was asked to reserve the Bradford Room for that meeting.
- D. Statements of Economic Interest: Jo Keillor reminded everyone to turn in their statements of economic interest to the County Clerk's office by the end of April.
- E. Per Capita Grant report: Jo Keillor reported that the FY 21 Per Capita Grant was submitted on Thursday, March 4, 2021.

8. Head Librarian's Report: Christal Valentin reported that 61 tax forms were printed for patrons in February. She reported that the library is hosting a Poetry Contest for three age groups. Entries must be submitted by Saturday, April 10. Contest rules are on the website. Our employee, Hannah Marshall, will judge the contest. Christal Valentin reported that the magician, Glen Foster, will be back at the end of July. Summer reading materials will be purchased in the next few months. She is looking for volunteers from the community to read during July programming. July programming will most likely be held in the Bradford Room due to heat and the need for a larger space. Christal Valentin will take a book cart with her so patrons can check out books. Dale Martin mentioned that the Muni Band will be playing on the Library lawn on June 10 at 7:00 pm, with practice before the concert from 6:00-7:00 pm.

## 9. Committee Reports

- A. Library Materials Report: Cynthia Wiegand reported that the committee did not meet, but they submitted their suggestions and an order was made.
- B. Finance Committee Report: The committee did not meet. Dale Martin asked for research and input from the committee when CDs mature.
- C. Publicity Report: Jo Keillor reported that the Library article continues to be regularly included in the Advocate each week. WGEL will advertise our upcoming programs in April.
- D. Personnel and Policy Report: The committee did not meet.
- E. Building and Grounds Report: The committee did not meet. Jo Keillor reported that the termite inspector made his quarterly visit and all was fine. She also reported that there is a mole making tunnels in the front yard and she hopes to use poison worms to thwart it.

10. Unfinished Business: There was none.

11. New Business: There was none.

Next Board Meeting – **Thursday, April 8, 2021, 4:00 p.m.**

12. Adjourn: Mike Heath made a motion to adjourn. Cynthia Wiegand seconded the motion. Voting to approve: Cindy Catron, Kayla Curry, Mike Heath, Cynthia Wiegand, and Dieadrea Schaufelberger. Opposed: none. Motion approved 5-0. The meeting was adjourned at 4:40 pm.