

Greenville Public Library Trustees Meeting
Greenville Public Library
Greenville, Illinois 62246
May 11, 2023
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: Dale Martin, Cynthia Wiegand, Lorna Gaffney, Judy Cox, Curtis Flake, Kayla Curry, Chance Vohlken, and (4:07 pm) Kyle Littlefield. Absent: Jane Wilhite. Also present: Advocate Reporter Rachel Terry, Head Librarian Christal Valentin, and Director Jo Keillor
3. Public Comments: Larry Saylor thanked the Library Board for extending open hours. He asked for the Board to consider software that automatically informs patrons of books that need to be returned or renewed. He also asked that the Board to consider giving patrons a \$1/day credit for copy services. President Vohlken thanked him for his ideas.
4. Approval of Minutes:
 - a. Approval of April 13, 2023 Board Meeting Minutes: Kayla Curry motioned to approve the April 13, 2023 Board Meeting minutes. Curtis Flake seconded the motion. Approved 6-0.
 - b. Approval of April 27, 2023 Policy and Personnel Committee Meeting Minutes: Lorna Gaffney motioned to approve the April 27, 2023 Policy and Personnel Committee Meeting Minutes. Dale Martin seconded the motion. Approved 6-0.
5. Approval of April 2023 Bills as Presented: Kayla Curry motioned to approve the April 2023 bills as presented. Cynthia Wiegand seconded the motion. Approved 7-0.
6. Finance Report
 - a. Cash/Investments Report:
 - b. Endowment Report: Jo Keillor reported that the BNB brokered CD that matured was reinvested in Schwab Bank at 5% interest. The next one to mature is Midland States Bank later this month.
7. Friends of the Library Report: No report.
8. Director's Report
 - A. Library Long Term Goals/Projects/Discussion

- Jo Keillor and Chance Vohlken explained the findings of Bruce Unterbrink and the engineer. A support pole will be installed and finished with dry wall around it to prevent further sagging of the upstairs. Keillor reported that she hopes to have the painting and carpet replaced in August – after the Summer Reading Program and before Story Time resumes in September.
- Jo Keillor reported that “holiday” celebrations continue. Coming up is National Chocolate Chip Day – May 15. She also reported the Library will be closed on Monday, May 29 for Memorial Day.
- Jo Keillor reported that the upstairs carpet will be cleaned Saturday, May 20. Since the downstairs carpet will be replaced, there is no need to have it cleaned.
- Jo Keillor reported that she applied for and received permission to dispose of old records. BNB will have a shredding truck on Saturday, May 20. She plans to take the items for disposal there.
- Jo Keillor reported that four high school students and a teacher come on Give Back Day. They weeded outside and helped me prepare items for disposal. She thanked them for their help.
- Jo Keillor reported two future events she is planning. The first will be Thursday, October 26 with Mark Glenshaw, the owl expert from Forest Park in St. Louis. He was here a few years ago and was well-received. Then, she is planning for several events around the solar eclipse on April 8, 2024. This is the last time North America will have a solar eclipse until 2045.

B. Election of Officers: Kyle Littlefield motioned to retain Chance Vohlken as president. Kayla Curry seconded the motion. Approved 7-0. Chance Vohlken motioned to retain Judy Cox and vice president, Cynthia Wiegand as treasurer, and Jane Wilhite as secretary. Lorna Gaffney seconded the motion. Approved 7-0.

C. Power Point Review: Chance Vohlken tabled this matter until a later date.

D. Decennial Committee: Jo Keillor distributed information on the decennial committee.

E. Muni Band Concert – June 8, 2023: Jo Keillor encouraged the board to attend the concert in support of the Library and the community. She has informed the mowers to mow a couple days before the concert – not the day of the concert.

E. **Annual Meeting – June 8, 2023:** Jo Keillor reminded the Board that the annual reports will be presented at the next Board meeting.

9. Head Librarian's Report: Christal Valentin presented the monthly report. She pointed out that 129 tax forms were printed off for patrons without charge. She is preparing for the Summer Reading Program. John Goldsmith will read during a special story time on June 1 to kick-off the program. Valentin reported that Nate Paulin-Wieland won the adult poetry contest held during the month of April and Evie Pattenaude and Claire Cayo won the children's spring coloring contest.

10. Committee Reports

- A. Library Materials Report: The committee submitted their lists.
- B. Finance Report: The committee did not meet. They will meet on June 1st at 4:30 pm.
- C. Publicity Report: Jo Keillor continues to write articles for the Advocate, record spots for the radio station, and post on Facebook. JoEllen Vohlken also has created several posts about the Library.
- D. Personnel and Policy Report: The committee met on April 27th. The recommendations in the minutes were read and discussed. After discussion, in 4.a., the first sentence of current policy section five, subsection VIII was changed to say, "Anyone residing in the Greenville Public Library Service area, having criticism ..." instead of "Any resident citizen or Greenville Public Library cardholder having criticism...". Discussion about 4.b. centered on whether paid leave hours roll over from year to year. The word "normal" of 4.c., would be eliminated. Because these recommendations are a change in policy, they will be read again at the next meeting.
- E. Building and Grounds Report: The committee did not meet.

11. Unfinished Business: There was none.

12. New Business: Curtis Flake submitted a letter of resignation from the board due to his upcoming move to Vandalia. Chance Vohlken thanked him for his service to the Library.

Next Board Meeting —**Thursday, June 8, 2023, 4:00 p.m.**

13. Adjourn: Kyle Littlefield motioned to adjourn. Kayla Curry seconded the motion. Approved 7-0. The meeting adjourned at 5:12 pm.