

**Greenville Public Library Trustees Meeting**  
**The Bradford Room**  
**Or via conference call**  
**1-978-990-5084, password 8638025**  
**Greenville, Illinois 62246**  
**May 13, 2021**  
**4:00 p.m.**  
**Minutes**

1. Call to Order: President Dale Martin called the meeting to order at 4:03 pm. He welcomed new board member, Kyle Littlefield. Kyle Littlefield is the representative from the City Council.
2. Roll Call of Members: Present: Chance Vohlken, Kyle Littlefield, Judy Cox, Dale Martin, Cynthia Wiegand, Cindy Catron, and Jane Wilhite. Absent: Kayla Curry and Deadre Schaufelberger. Also present: Head Librarian Christal Valentin and Director Jo Keillor.
3. Public Comments: There were no public comments.
4. Approval of Minutes: Chance Vohlken made the motion to approve the April 8, 2021 board meeting minutes. Cynthia Wiegand seconded the motion. Approved 6-0.
  - a. Approval of April 8, 2021 Board Meeting Minutes
5. Approval of April 2021 Bills as Presented: Jo Keillor presented the April 2021 bills highlighting several deposits and expenditures. Jane Wilhite made the motion to approve the April 2021 bills as presented. Cindy Catron seconded the motion. Approved 6-0.
6. Finance Report
  - a. Cash/Investments Report: Jo Keillor thanked the board members for their donations for the Summer Reading Program. \$750 was collected.
  - b. Endowment Report: The CD that matured on April 24 was rolled over after transferring \$400 of interest into the general fund to supplement the Summer Reading Program. The restricted CD will mature later this month. At this point, Jo Keillor does not anticipate the need to use the interest from this CD.
  - c. FY 2021-22 Budget Approval: Chance Vohlken asked if the amount budgeted for salaries was adequate given the \$1 increase coming in January. Jo Keillor explained that hours have been cut which will keep the amount needed level with last year's budget. Judy Cox made a motion to approve the FY 2021-22 budget. Cynthia Wiegand seconded the motion. Approved 6-0.

## 7. Director's Report

### A. Library Long Term Goals/Projects/Discussion

1. Holidays: Jo Keillor reported that she has reinstated the celebration of obscure holidays. These celebrations increase publicity and generate good will.
2. YA meeting: Jo Keillor reported that she has met with a small group of young adults as per instructions in the Per Capita Grant. She asked them for suggestions to improve library use for young adults. Their suggestions included furniture (tall table and chairs), a charging station, games, and anime and graphic novels. They would like to have a teen book club.
3. Spring Storytime: Jo Keillor reported that when the weather cooperates, storytime on the library lawn is going well. She has had to cancel twice due to inclement weather.
4. FNB Breakfast: Jo Keillor reported that she attended the annual breakfast given by FNB to hand out their donations to non-profit organizations in the community. She thanked FNB for their support which funds the purchases for our DVD collection.
5. Dropbox lock: Jo Keillor reported issues with the dropbox lock not remaining locked. Dale Martin tightened the nut on the lock and it has been somewhat better. Jo Keillor also thanked Dale Martin, Christopher Watterson, and Joshua Brannon for moving the dropbox to the west so that the door no longer drags on the sidewalk. Chance Vohlken, chair of Building and Grounds, said that he would look at it soon.

B. Election of Officers: Jane Wilhite nominated the current slate of officers to remain in their positions. President: Dale Martin, Vice President: Cindy Catron, Secretary: Diadre Schaufelberger, Treasurer: Cynthia Wiegand. The nomination was approved 6-0.

C. Museum Day – May 15, 2021: Jo Keillor asked if any board members who could help at the Museum Day to give tours to please let her know. Jane Wilhite volunteered to work 10 am – 12 noon and Dale Martin volunteered to work 12 noon – 2 pm.

D. Municipal Band on Library lawn – June 10, 2021: The annual muni band concert on the Library lawn will be in the evening of Thursday, June 10, 2021. Jo Keillor encouraged the board members to attend.

E. **Annual Meeting June 10, 2021:** Dale Martin reminded everyone that the next board meeting is the annual meeting.

8. Head Librarian's Report: Christal Valentin reported on the circulation statistics for April, pointing out the number of patrons, computer users, program participants, and Cloud Library users. She congratulated the poetry contest winners: Emma Tally, Archer Wiegand, and Mia Emken. In response to a question from Chance Vohlken, she explained why overdue fines are kept on patrons accounts until they are resolved.

9 Committee Reports: Dale Martin explained that the policy manual states the board president will appoint board members to committees. He asked board members if they had a preference for a committee to let him know. He will make those appointments at the June 10, 2021 board meeting.

A. Library Materials Report: The committee submitted their suggestions and books were ordered.

B. Finance Report: The committee did not meet.

C. Publicity Report: The committee did not meet.

D. Personnel and Policy Report: The committee did not meet.

E. Building and Grounds Report: The committee did not meet.

10. Unfinished Business: Jo Keillor suggested that the Board look ahead and plan for a town hall type meeting with the Board, the architects from Dewberry, Mr. Fred Schlipf, Mayor Barber, and the City Council. She suggested September or October.

11. New Business: Judy Cox suggested that the Library host a special day or week for patrons to come in for help installing Cloud Library on their Kindle or other device.

Next Board Meeting —**Thursday, June 10, 2021, 4:00 p.m.**

12. Adjourn: Chance Vohlken made a motion to adjourn. Kyle Littlefield seconded the motion. Approved 6-0. The meeting adjourned at 5:04 pm.