

Greenville Public Library Trustees Meeting

**The Bradford Room
Greenville, Illinois 62246**

November 9, 2021

4:00 p.m.

Agenda

1. Call to Order: Board President Dale Martin called the meeting to order at 4:00 pm.
2. Roll Call of Members: Present: Cynthia Wiegand, Dale Martin, Kayla Curry, Cindy Catron, Judy Cox, Kyle Littlefield, Chance Vohlken, Jane Wilhite. Absent: Dieadre Schaufelberger. Also present: Jo Keillor and Christal Valentin.
3. Public Comments: There were none.
4. Approval of Minutes:
 - a. Approval of October 14, 2021 Board Meeting Minutes: Kyle Littlefield motioned to approve the October 14, 2021 minutes. Chance Vohlken seconded the motion. Approved 7-0.
 - b. Approval of October 13, 2021 Publicity and Promotions Committee Meeting Minutes: It was suggested that the wording be changed on Item #5 to “advocacy/fundraising” group, eliminating the word “volunteer”. Cynthia Wiegand motioned to approve the October 13, 2021 minutes with the revised wording. Cindy Catron seconded the motion. Approved 7-0.
 - c. Approval of October 21, 2021 Special Board Meeting Minutes: Judy Cox motioned to approve the October 21, 2021 minutes. Chance seconded the motion. Approved 7-0.
 - d. Approval of November 2, 2021 Special Board Meeting Minutes: Kyle Littlefield motioned to approve the November 2, 2021 minutes. Jane Wilhite seconded the motion. Approved 7-0.
5. Approval of Bills
 - a. Approval of October 2021 Bills as Presented: Jo Keillor presented the October bills noting several large bills. She also noted that \$14,000 was moved from BNB Money Market account #2640 to the main checking account in order to make the first November payroll. The \$14,000 will be returned to account #2640 when the first tax installment is received. Cindy Catron motioned to approve the October 2021 bills. Kyle Littlefield seconded the motion. Approved 7-0.
6. Finance Report: Jo Keillor presented the cash/investment report and the endowment report. She noted that three CDs would mature in November and December.

- a. Cash/Investments Report
- b. Endowment Report

6. Director's Report: Jo Keillor reported that the new computers will be installed November 10. She reported that new versions of Microsoft Office had to be purchased from TechSoup for the new computers.

A. Library Long Term Goals/Projects/Discussion

- i. Owl Program report: Jo Keillor reported that several positive comments were received about the program. We collected \$217 and paid the presenter \$100. She thanked Cindy Catron for the treat bags.

B. Radiator Update: Jo Keillor reported that Culbertson's has installed the "bleeders" or air vents on the old radiators and left one for the new radiator. She reported that the tentative delivery date is next week.

C. Semi-annual Audit Check: Jo Keillor reported that it was time for the semi-annual audit check.

D. Per Capita Grant Requirements FY21:

- Trustees will read "Serving Our Public 4.0: Standards for Illinois Public Libraries." This month, review the check list at the ends of chapters 5-9, and report on your findings. The Board discussed chapters 5-9 of "Serving Our Public 4.0: Standards for Illinois Public Libraries." It was noted that should the Library choose to build a new building, the guidelines in Appendix J should be followed. Areas of concern are repairs to the front door frame, cleaning of the sign, and interior painting/remodeling. These should be addressed this year. The HVAC system should also be on the radar for replacement in the near future. Trustees will read, review the check list at the ends of chapters 10-13 of "Serving Our Public 4.0: Standards for Illinois Public Libraries" and report on findings for the December meeting.

E. Carpet Cleaning: Jo Keillor reported that she is waiting on response from Advanced Clean for a quote to clean the carpets damaged by the radiator leak.

F. Library Closed November 11, November 25, and November 26: Jo Keillor reported that the Library will be closed for Veterans Day on November 11, and for the Thanksgiving holiday on November 25 and 26.

G. Library Closes at 5:00 p.m. on Wednesday, November 24: Jo Keillor reported that the Library will close early on November 24 in preparation of the Thanksgiving holiday.

7. Head Librarian's Report: Christal Valentin presented her monthly report. She asked the Board members to check their email and vote for a winner in each age group of the Fall coloring contest. She announced that there will also be a Christmas coloring contest. Christal Valentin reported that for Family Reading Night, families will be encouraged to read "The Day the Crayons Quit" by Drew Daywalt, then fill out and return a simple form to be entered into a drawing for one of two baskets of art supplies.

8. Committee Reports

- A. Library Materials Report: The committee submitted their request lists.
- B. Finance and Records Report: The committee did not meet.
- C. Publicity and Promotions Report: The committee did not meet.
- D. Policy and Personnel Report: The committee did not meet.
- E. Building and Grounds Report: The committee did not meet.

9. Unfinished Business:

A. Dewberry: Jo Keillor handed out a packet with an email from Amanda Voorhees at Dewberry and several potential ways to expand the building staying within the property boundaries. Amanda Voorhees noted that in order to do that, major changes would need to be made to the building program. She also noted that the new building plans had been designed for the property one block south of the current building.

10. New Business: Jo Keillor reported that our StoryWalk® will be featured on ABOS social media during their StoryWalk® initiative week.

Next Board Meeting —**Thursday, December 9, 2021 4:00 p.m. @ The Bradford Room**

11. Adjourn: Jane Wilhite motioned to adjourn. Kayla Curry seconded the motion. Approved 7-0. The meeting adjourned at 4:57 pm.