

Greenville Public Library Trustees Meeting
The Bradford Room
Greenville, Illinois 62246
October 13, 2022
Minutes

1. Call to Order: Board President Chance Vohlken called the meeting to order at 4:00 pm.
2. Roll Call of Members: Present: Cynthia Wiegand, Chance Vohlken, Kayla Curry, Kyle Littlefield, Dale Martin, Jane Wilhite, Judy Cox. Absent: Dieadre Schaufelberger, Curtis Flake. Also present: Director Jo Keillor, Head Librarian Christal Valentin, Friends of Library representative Velma Cochrane.
3. Public Comments: There were none.
4. Approval of Minutes: Approval of September Minutes was tabled until the November meeting.
5. Approval of September 2022 Bills as Presented: Director Jo Keillor presented the September 2022 bills, pointing out some of the higher bills paid, including some August bills paid in September. Motion to approve the September bills by Kayla Curry. 2nd by Dale Martin. Approved 7-0.
6. Finance Report: Jo Keillor presented the finance reports.
 - a. Cash/Investments Report
 - b. Endowment Report
 - c. Property Tax Payments: The first property tax installment has been received. This was good to receive but it was about \$20,000 less than expected. Director Keillor was unsure why this was so. There is another installment yet to come in.
7. Friends of the Greenville Public Library Report: Velma Cochrane reported the FGPL was starting to be put together 11 months ago. At that time there was a temporary steering committee put into place. In those 11 months the steering committee has met often and has successfully met the obligations for forming this group. The members of the steering committee are happy to report there will be nominations of officers to take over the operations of the FGPL. There are currently 36 members and there is a balance of \$1329 in the account. The FGPL is sponsoring an Author's Round Table at the Bradford Community Room on Tuesday, Nov. 1, 2022 from 7-8 pm. This event will feature 4 local authors sharing their background and other information they'd like to share.
8. Director's Report:
 - d. Library Long Term Goals/Projects/Discussion:
 - i. The Library Crawl is going on now through the end of October. There are 125 libraries participating.

- ii. The Story Walk is going on thru October 17 at William S. Wait Park. Director Keillor voiced her appreciation for the cooperation of Kingsbury Park District and the KRP Program. The story being presented is The Leaf Man.
- iii. The Illinois Libraries Present program will have its next presentation on Wednesday, November 16 via Zoom and feature Caitlin Marie Doughty, an American mortician, author, blogger, YouTube personality, and advocate for death acceptance and the reform of Western Funeral industry practices.
- iv. John Goldsmith and Kevin Kaegy presented a cemetery walk on Oct. 8. There were 15 people in attendance.
- v. Director Keillor noticed some branches in the gutter on the west side of the library. She called the city and they sent maintenance personnel to check it out. They were able to remove some small sticks but said there was no significant blockage of leaves or other materials.
- vi. Director Keillor encouraged the trustees to sign up for the “Members Matter” online conference on November 17, 2022. It is free of charge. It will have sessions for directors, head librarians, and trustees.
- vii. The library held a book sale during Apple Days downtown. Thank you to board members Dale Martin and Judy Cox and FGPL members Laura Ramsey, Kim Peterson, and Barbara Vaughn for their help. \$45.50 was raised from these sales.
- viii. Greenville Public Library has been included in the calendar of events section of “The Buzz” periodical. This coverage is at no cost to the library since we are now a point of dispersal for the publication.
- e. Per Capita Grant Requirements FY23:
 - i. Trustees had read “Serving Our Public 4.0: Standards for Illinois Public Libraries.” The checklists for chapters 5-9 were discussed. In Chapter 5-Building Infrastructure and Maintenance it was discussed that the director has noticed some burnt out bulbs. She will get those replaced. When Gebke was repairing the front steps he also walked around the outside of the building and told Director Keillor there was tuckpointing to be done. The wooden door frame in the front has some damage from a squirrel chewing on it. The director has painted it in the past, but it becomes damaged again. Director Keillor reported it is unknown who or how many people may have keys to the library. She wondered if the front door should be re-keyed. She has been directed to get an estimate from a locksmith on the cost to re-key the front door.
In Chapter 6-Safety there were no areas of concern. In Chapter 7-Collection Management there were no concerns. In Chapter 8-System Member Responsibilities and Resource Sharing there were no concerns. In Chapter 9-Public Services: Reference and Reader’s Advisory Services there were no concerns. Trustees will read chapter 10-13, review the checklist at the end of each chapter, and report on their findings at the November meeting.
- f. Long Range Planning:

- i. Director Keillor and President Chance Vohlken met with City Representatives Bill Walker and Jo Hollenkamp to discuss possible building sites. They were able to meet with the owner of half of a potential property who appears to be willing to work with the city and library on acquiring the property. This owner will also facilitate discussions with the owners of the rest of the property.
- g. Boiler Inspection: We are on the schedule to have the boiler inspected but there is no specific date set.
- h. Board Member Update: Dieadre Schaufelberger has submitted her letter of resignation from the Library Board. The resignation was regrettably accepted. Lorna Gaffney has expressed interest in serving on the board. Director Keillor will reach out to her. If Ms. Gaffney agrees to the appointment Director Keillor will submit her name to Mayor Barber for his approval.

9. Head Librarian's Report: Head Librarian Christal Valentin pointed out there were 148 patrons deleted from our branch. This number includes patrons whose accounts had been expired since 2018, known deaths, and those known to have moved out of the area. She reported that the number of patrons in September was almost 100 more than 2021. Attendance is steadily rising since Covid restrictions have lightened. There were 12 programs offered in September. Mrs. Carlson's 4th grade class from Greenville Elementary School visited in September. In October she will visit the students at GES as a follow-up. Family Reading Night is the 3rd Thursday in November. It is not known yet where it will be held but Mrs. Lugge has agreed to once again be the "headliner." She will invite Mrs. Mains to also join her that night.

10. Committee Reports:

1. Library Materials Report: The committee submitted their lists and books were ordered. Appreciation was mentioned for both the director's and head librarian's help.
2. Finance and Records Report: The committee did not meet.
3. Publicity and Promotions Report: The committee did not meet.
4. Policy and Personnel Report: The committee did not meet.
5. Building and Grounds Report: The committee did not meet.

11. Unfinished Business: There was none.

12. New Business: President Vohlken reported that the library has received a \$25,000.00 check from the trust of Wilma Baumberger and a \$25,000.00 check from the trust of Keith Baumberger. These checks came with no restrictions or directions on how they are to be used. We will reach out to the trustee/family to see if they have any requests. The board is so grateful for their generosity.

Next Board Meeting is Thursday, November 10, 2022, 4:00 pm.

13. Adjourn: Kyle Littlefield motioned to adjourn. Kayla Curry seconded the motion. Approved 7-0. The meeting adjourned at 5:20 pm.