

Greenville Public Library Trustees Meeting
The Bradford Room
Greenville, Illinois 62246
Or, via conference call
1-978-990-5084, password 8638025
October 14, 2021
4:00 p.m.
Agenda

1. Call to Order: Board President Dale Martin called the meeting to order at 4:03 pm.
2. Roll Call of Members: Present: Cynthia Wiegand, Cindy Catron, Chance Vohlken, Kyle Littlefield, Jane Wilhite, Dale Martin, and Judy Cox (at 4:04 pm). Absent: Kayla Curry and Diadre Schaufelberger. Also present: Head Librarian Christal Valentin and Library Director Jo Keillor.
3. Public Comments: There were no public comments.
4. Approval of Minutes:
 - a. Approval of September 16, 2021 Board Meeting Minutes: Chance Vohlken motioned to approve the September 16, 2021 minutes. Kyle Littlefield seconded the motion. Approved 6-0.
 - b. Approval of October 7, 2021 Finance & Records Committee Meeting Minutes: Kyle Littlefield motioned to approve the October 7, 2021 minutes. Jane Wilhite seconded the motion. Approved 6-0.
5. Approval of September 2021 Bills as Presented: Cynthia Wiegand motioned to approve the September 2021 bills as presented. Cindy Catron seconded the motion. Approved 6-0.
6. Finance Report
 - a. Cash/Investments Report: Jo Keillor presented the financial reports. She also reported that property tax bills just went out, therefore, tax money will not be received until late November or early December.
 1. Cash/Investments Report:
 2. Endowment Report:
 3. Property Tax Payments:
6. Director's Report
 - A. Library Long Term Goals/Projects/Discussion: Jo Keillor encouraged Board members to attend IHLS on line event - Member Day on

November 18. There will be sessions specifically for Trustees. Jo Keillor reviewed the past 'holidays'. Upcoming holidays include National Pasta Day and trick-or-treating.

- Road to Recovery Grant: Jo Keillor reported that the On the Road to Recovery grant was approved for \$21,543.00 for new computers and Plexiglas barriers. She has contacted Lazerware to begin the purchasing process.
- Library Crawl: Jo Keillor encouraged Board members to participate in the 3rd annual IHLS Library Crawl now through October 17.
- StoryWalk®: Jo Keillor reported that the third StoryWalk® will be October 18-25 at the KPD Nature Preserve.
- Owl Program: Jo Keillor handed out flyers for the Forest Park Owls: Hiding in Plain Sight program on Tuesday, October 26. She encouraged the board to attend and to bring a guest. There will be no charge, but donations are encouraged.
- Illinois Libraries Present: Jo Keillor proposed that we participate in the intergovernmental agreement with Illinois Libraries Present. Fees are based on the library's budget. GPL would pay \$40 for the pilot program. ILP would provide online access to at least six programs during the January-June time period. GPL could either host a watch party or give individual patrons the access code. Discussion included possibly hosting a watch party at the Smart Center. Chance Vohlken motioned to approve the \$40 fee to join the Illinois Libraries Present intergovernmental agreement. Judy Cox seconded the motion. Approved 6-0.

B. Boiler Inspection: Jo Keillor reported that the IL State Fire Marshal inspected and certified the boiler on September 27. Culbertson's performed the annual pre-season check on the boiler on October 12 and noticed a leak on the elbow joint. They will repair that leak on October 15.

C. Per Capita Grant Requirements FY22: The Board read through the checklists for the first four chapters of "Serving Our Public 4.0: Standards for Illinois Public Libraries". Areas of concern are: Chapter 1 - Core 12, 13, 19 and 23; Chapter 2 – checkpoints 6, 7, 9, 11, and 16; Chapter 3 – checkpoints 3 and 10; Chapter 4 – checkpoints 1, 2, 3, 15, and 16.

- Trustees will review chapters 1-4 of "Serving Our Public 4.0: Standards for Illinois Public Libraries". For November, trustees will read and review chapters 5-9.

7. Head Librarian's Report: Christal Valentin presented her monthly reports. She explained that the large amount of new charges and fines waived was due to an accidental data entry mistake.

8. Committee Reports

A. Library Materials Report: Chair Cynthia Wiegand presented a detailed report of their committee's monthly duties.

B. Finance and Records Report: Chair Kyle Littlefield applauded the acquisition of the On the Road to Recovery grant. He reported that the committee met and discussed the technology grant, the delayed tax payments, maturing CDs, and the HVAC system. He reported that the City recommended using the Law endowment to pay for any repairs or upgrades to the HVAC system. (see the October 7, 2021 minutes)

C. Publicity and Promotions Report: Chair Judy Cox reported that the committee met yesterday. They discussed Friends of the Library. She distributed a report of the duties of a steering committee for FOL along with a list of potential people to serve on the steering committee. (minutes will be available at the November board meeting.)

D. Policy and Personnel Report: Dale Martin noted that the committee is in the process of updating the policy manual. He had presented the changes in a slide show at the September 9, 2021 board meeting. Cindy Catron motioned to adopt the policy as proposed. Kyle Littlefield seconded the motion. Approved 6-0.

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

9. Unfinished Business: Discussion centered on how to get an edited version of addition plans to Dewberry. Jo Keillor was asked to put together a list of proposed changes to the current plan. A special meeting was planned for November 2 at 4:00 pm at the Bradford Room.

10. New Business: There was no new business.

Next Board Meeting —**Tuesday, November 9, 2021, 4:00 p.m.**

11. Adjourn: Kyle Littlefield motioned to adjourn. Chance Vohlken seconded the motion. Approved 6-0.