

Greenville Public Library Policy and Personnel Committee Meeting
Greenville Public Library
Greenville, Illinois 62246
Wednesday
April 15, 2026
4:00 pm
Agenda

1. Call to Order: Chair Lorna Gaffney called the meeting to order at 4:01 pm.
2. Roll Call: Present: Judy Cox, Kyle Littlefield, and Lorna Gaffney. Also present: Jo Keillor
3. Public Comments: There were none.
4. Policy manual review: Lorna Gaffney reminded that the committee previously recommended (and the board agreed) that all pronouns need to be replaced with proper nouns: staff, patron, etc. Judy Cox suggested asking the Board about making the policy manual digital and Board members could opt in/out of paper copies. After discussion about possible policy changes, Kyle Littlefield motioned to make the following changes to Section 4, 1., A., 1. on page 9 of the current Policy Manual:

“At the regular monthly board meeting, the committee shall maintain a copy of the Policy Manual as a reference copy. When questions arise concerning the business of the board, policy shall be reviewed. Should board action be taken regarding revision or addition, the chairman will record the change and date the information. All committees are to conduct ~~an annual review~~ (a detailed review) of policies relevant to their task assignments with recommendation for amendment or inclusion (once every five years so that the entire Policy Manual is reviewed every five years. These reviews will begin as listed below and reviewed on a five-year basis:

2026 – Building and Grounds, Section 8

2027 – Publicity and Promotions, Section Seven

2028 – Finance and Records, Section Six

2029 – Library Materials, Section Five

2030 – Policy and Personnel, Section Four

Sections One – Three as relevant will be reviewed annually by the Policy and Personnel Committee. Section 9 Appendices are to be reviewed alongside along each corresponding section by the appropriate committee (i.e. Building & Grounds reviews the Appendices of Sect. 8 while they review the section.)

Recommendations for policy change are to be given consideration as suggested by the Library Director and staff. Policy will be amended or extended in compliance with legal or regulation requirements as set by City ordinances, state and federal government, and by Library Association guidelines.

The motion was seconded by Judy Cox. Approved 3-0.

5. Unfinished business: There was none.

6. New business: There was none.

7. Adjournment: Judy Cox motioned to adjourn. Kyle Littlefield seconded the motion. Approved 3-0. The meeting adjourned at 4:38 pm.