

Greenville Public Library Trustees Meeting

414 West Main Street

Greenville, IL 62246

December 11, 2025

4:00

Minutes

1. Call to Order: President Chance Vohlken called the meeting order at 4:00.
2. Roll Call: Members Present Cynthia Wiegand, Amanda O'Regan, Judy Cox, Jane Wilhite, Bob Munshaw, Lorna Gaffney, Kayla Curry, Kyle Littlefield, and Chance Vohlken. Also present were Head Librarian Christal Valentin and Director Jo Keillor.
3. Public Comment: None.
4. Approval of Minutes:
 - a. Approval of Nov. 13, 2025 Board Meeting Minutes: Motion by Kayla Curry. 2nd by Kyle Littlefield. Approved 9-0
 - b. Approval of Nov. 26, 2025 Publicity and Promotions Committee Meeting Minutes: Motion by Kayla Curry. 2nd by Lorna Gaffney. Approved 9-0
 - c. Approval of Dec. 4, 2025 Finance Committee Meeting Minutes: Motion by Kyle Littlefield. 2nd by Amanda O'Regan. Approved 9-0
5. Approval of November Bills as Presented: There are 2 deposits from previous tax overpayment, 4 checks to the city for health insurance and HRA, and multiple periodical renewals including EBSCO. Motion by Cynthia Wiegand and 2nd by Kyle Littlefield. Approved 9-0.
6. Finance Report: Director Keillor presented the Cash/Investments and Endowment Report.
7. Friends of the Library Report: The Christmas Tree Auction at The Milk House was successful. They are gearing up for membership renewals and obtaining new members.
8. Director's Report: Library Long Term Goals/Projects/Discussion: We need to get the items out of the old Advocate building. The old newspapers are of interest to the Historical Society but they aren't able to store them. Chance Vohlken is offering temporary space for storage. We have submitted requests and have been granted 3 programs from the Road Scholar program. They are "Getting Your Kicks on Rt. 66," "Songs of the Illinois Freedom Road," and "Comic Books Culture and Illinois." The dates are to be determined.
 - a. The library will be closed Wed., Dec. 24 and Thurs., Dec. 25, 2025.
 - b. The library will be closed Wed., Dec. 31, 2025 and Thurs., Jan. 1, 2026.
 - c. Per Capita Grant Requirements FY26: Each Chapter of Serving our Public was discussed. Each trustee presented their findings on the areas needing to be improved and those areas that are being met.
 - d. Sexual Harassment Prevention Training: Each trustee needs to take this training annually. After completing the training, the printed certificate should be given to Director Keillor.
 - e. OMA Training: Trustees also need to complete the Open Meetings Act training and submit the certificate of completion.

9. Head Librarian's Report: Christal Valentin presented her report. She was pleased with the Family Reading Night participation. The Children's Coloring Contest ends tomorrow. She will email the entries to the Board on Monday to vote for the winners. She explained the winter reading incentive program that will begin December 22 and finish February 14. She will visit the fourth-grade tomorrow.
10. Committee Reports:
 - a. Library Materials Report: They met and submitted their recommendations.
 - b. Finance Report: See approved minutes from Dec. 4. There was a motion to approve the salaries for 2026 made by Lorna Gaffney and a 2nd by Bob Munshaw. Approved 9-0.
 - c. Publicity Report: Met and discussed National Road Scholar programs. Motion to approve by Jane Wilhite. 2nd by Kayla Curry. Approved 9-0.
 - d. Personnel and Policy Report: Did not meet.
 - e. Building and Grounds Report: Did not meet.
11. Unfinished Business: None
12. New Business: Cynthia Wiegand submitted her letter of resignation from the Board of Trustees to be effective at the end of the January 8, 2026 Board meeting.
13. Executive Session per 2(c)(3) selection of person to fill a public office: Motion to go into Executive Session by Kyle Littlefield. 2nd by Kayla Curry. Approved 9-0.
14. Executive Session decision: Motion to recommend to the mayor to appoint Cindy Pate to the Greenville Public Library Board of Trustees by Judy Cox. 2nd by Jane Wilhite. Approved 9-0.
15. The next board meeting will be Thursday, January 8, 2026 and 4:00 p.m.
16. Adjourn: Motion to Adjourn by Kyle Littlefield. 2nd by Lorna Gaffney. Approved 9-0. Meeting adjourned at 5:28 p.m.