

**Greenville Public Library Trustees Meeting**  
**414 West Main Street**  
**Greenville, Illinois 62246**  
**October 9, 2025**  
**4:00 p.m.**  
**Minutes**

1. Call to Order: President Chance Vohlken called the meeting to order at 4:06 pm.
2. Roll Call of Members: Present: Lorna Gaffney, Judy Cox, Bob Munshaw, Amanda O'Regan, Kyle Littlefield, and Chance Vohlken. Absent: Cynthia Wiegand, Kayla Curry, and Jane Wilhite. Also present: Head Librarian Christal Valentin and Director Jo Keillor.
3. Public Comments: There were no public comments.
4. Approval of Minutes:
5. Approval of September 11, 2025 Library Board Meeting Minutes: Lorna Gaffney motioned to approve the September 11, 2025 minutes. Amanda O'Regan seconded the motion. Approved 6-0.
6. Approval of September 2025 Bills as Presented: Jo Keillor presented the September 2025 bills noting that the second tax installment was received. She also pointed out the bills for the asbestos inspection of the Advocate building and the bill for the elevator battery repair. Kyle Littlefield motioned to approve the September 2025 bills. Lorna Gaffney seconded the motion. Approved 6-0.
7. Finance Report
  - a. Cash/Investments Report: Jo Keillor presented the Cash/Investment reports noting the CDs that recently matured and those that will mature soon.
    1. Cash/Investments Report:
    2. Endowment Report:
7. Friends of the Library: The Friends will have their holiday tree sales again this year.
8. Director's Report
  - A. Library Long Term Goals/Projects/Discussion:
    - Community Events update: Jo Keillor reported that the Friends group managed the booth at Apple Day on the square and Mary Young read books on Johnny Appleseed and other apple stories. She is scheduled to have a table at the Pre-K Touch-a-Truck event.

- Advocate Property update: Jo Keillor reported that the Open House/Farewell Tour of the Advocate Building raised about \$870 from donations for items in the building. Traffic was steady and everyone was appreciative.
- Library Crawl: Jo Keillor encouraged the board members to visit other libraries during the Library Crawl which takes place the month of October.
- Illinois Libraries Present: Jo Keillor reminded the board that there are programs available through Illinois Libraries Present.

B. Per Capita Grant Requirements FY25: Jo Keillor reminded everyone to review their assigned chapter and be prepared to report their findings at the December 11, 2025 Board meeting.

C. Boiler Inspection Update: Jo Keillor reported that she has called Culbertson's and the boiler inspection is scheduled to be completed in the next few weeks.

9. Head Librarian's Report: Christal Valentin presented her monthly report. She pointed out that the amounts for new charges, amounts waived, and credits were skewed due to the recent staff training exercise. She also reported that there will be a children's coloring contest this month. She will email the entries to the Board on October 27 and ask them to vote for the winner of each age group.

#### 10. Committee Reports

- A. Library Materials Report: The committee met and ordered.
- B. Finance and Records Report: The committee will meet on December 4, 2025.
- C. Publicity and Promotions Report: The committee will meet with Chance Vohlken.
- D. Policy and Personnel Report: Chair Lorna Gaffney read the proposed policy change for the second time. The policy change is as follows:

Appeals process for patron disciplinary action, Section II, B, 1.:

#### **“Library Director/Designee’s Right to Suspend Privileges**

Upon determining that a Library policy has been violated, the Library Director or the Director's designee may restrict access to Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police will be called to intervene.

- A. **“Reinstatement:** The patron whose privileges have been limited or suspended shall attend a meeting with the Director or the Director's designee to review the Library policy that was the subject of the violation before their privileges may be reinstated. The Director may also attach reasonable conditions to any reinstatement.
- B. **“Right of Appeal:** Patrons may appeal a decision (1) to limit or suspend privileges, or (2) to attach conditions to any reinstatement by sending a written appeal to the Library Board within ten (10) business days of the date the privileges were revoked, limited or the conditions were made. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.”

Kyle Littlefield motioned to approve the change. Bob Munshaw seconded the motion.  
Approved 6-0.

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

11. Unfinished Business: There was none.

12. New Business: The cancelled PrideFest event is being rescheduled for April 25, 2026.

13. Executive Session: discussion of the purchase or sale of real estate: This was inadvertently left on the agenda. No executive session needed.

Next Board Meeting —**Thursday, November 13, 2025, 4:00 p.m.**

14. Adjourn: Judy Cox motioned to adjourn. Lorna Gaffney seconded the motion.  
Approved 6-0. The meeting adjourned at 5:07 pm.