

GREEN HILLS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
October 20, 2025
Regular Meeting

The Green Hills Public Library District Board of Trustees met at the Library on October 20, 2025.

CALL TO ORDER AND ROLL CALL

Angelos called the meeting to order at 6:02 p.m. Present were N. Angelos, C. Barry, I. Chafee, K. Groark, and M. Klich.

Also present from staff were Jane Jenkins, Library Director; and Roberta Richter, Head of Business Services.

Absent from the meeting was A. Mohammad and S. Stratakos.

Angelos moved, and Barry seconded to appoint Groark as Treasure Pro Tempore. Upon a roll call vote, all Trustees present voted “aye.” Motion carried.

ACKNOWLEDGEMENT OF VISITORS

None

APPROVAL OF MINUTES

Chafee moved, and Groark seconded, that the Board of Trustees approve minutes of the Regular Board Meeting held on September 15, 2025. Upon a voice vote, all Trustees present voted “aye.” Motion carried.

Chafee moved, and Groark seconded, that the Board of Trustees approve minutes of the Closed Session Meeting held on September 15, 2025. Upon a voice vote, all Trustees present voted “aye.” Motion carried.

OPERATING FUND TREASURER’S REPORT AND WARRANT

Groark moved, and Klich seconded that the Operating Fund Treasurer’s Report for the month ending September 30, 2025, be received and filed for audit, and that Operating Fund Warrant #4 for the month of October 2025 in the amount of \$273,181.92 be approved and authorized for disbursement. Upon a roll call vote, all Trustees present voted “aye.” Motion carried.

PRESIDENT’S REPORT

Angelos mentioned that she attended the program “Accused: A Salem Witch Faces Her Fate” and felt the presenter was fantastic and she highly recommended the program.

Deputy Director Sara Horn is now on parental leave. Jenkins sent a gift to the family from the staff and Trustees.

PUBLIC COMMENT

None

DIRECTOR'S REPORT

Groark asked for more information about the upcoming program "Belgian Travel, Chocolate & Beer Masterclass." Jenkins described the event and explained that there will be no sales of alcohol; it is only a tasting. The Library's insurance is in place for this type of event. As advised by the Library's attorney, going forward, the Trustees will approve any programs where alcohol is served. The Trustees reviewed the current program application, awaiting approval.

Groark asked about the meeting room occupancy changes for patrons requesting the use of the rooms. Jenkins explained that the occupancy was lowered for outside programming and meetings for safety reasons.

Jenkins informed the Trustees that she will begin vacation starting October 22, 2025, and will return on November 3, 2025. In her absence, Trustees should contact R. Richter if necessary.

NEW BUSINESS:

ACTION ITEM:

Barry moved, and Angelos seconded to approve the 2025/2026 Tax Levy Ordinance #1234 in the amount of \$3,944,417. This annual levy is necessary to have the county extend taxes that are legally due to the Library. Upon a roll call, all Trustees present voted "aye." Motion carried.

Chafee moved, and Barry seconded to adopt Alcohol Policy and Event Application in the General Policy Manual. Upon a voice vote, all Trustees present voted "aye." Motion carried.

Groark moved, and Angelos seconded to approve Alcohol Event Application for "Belgian Travel, Chocolate, and Beer Masterclass" on November 24, 2025. Upon a voice vote, all Trustees present voted "aye." Motion carried.

Klich moved, and Groark seconded to amend General Policy Manual: Security Camera Policy. Upon a voice vote, all Trustees present voted "aye." Motion carried.

Angelos moved, and Barry seconded to amend General Policy Manual: Meeting Room Reservation Policy. Upon a voice vote, all Trustees present voted "aye." Motion carried.

CORRESPONDENCE

Groark was happy to hear how helpful the staff were while the elevator was out of service. Jenkins complimented the staff on the customer service they provided during this time.

There is now a binder available for Feedback Form responses near the entryway to Patron Services. This will allow patrons who put in forms anonymously to see the responses to their inquiries. It also allows other patrons to see answers to questions they might be interested in knowing.

Jenkins and the Trustees discussed the forthcoming space needs assessment.

The Trustees were pleased with the news articles this month, which included information about the 24-hour Library and the Podcast.

ADJOURNMENT

There being no further business before the Board, Angelos adjourned the Regular Meeting at 6:38 p.m.

Prepared and submitted by,

A handwritten signature in cursive script that reads "Roberta Richter".

Roberta Richter, Recording Secretary