

**FAIRVIEW HEIGHTS PUBLIC LIBRARY**  
**Board of Trustees**  
**Minutes of April 16, 2020 – Regular Meeting**

I. OPENING OF MEETING

A. CALL TO ORDER Meeting called to order: at 7:00 p.m. by Don Baden, President

**Note:** Due to the COVID-19 governmental restrictions an exemption was made to have full privileges for virtual attendance via ZOOM.

**ROLL CALL Present:** Don Baden, Rochelle Hobson, Laura Moats, Cassie Myers,  
Patti Olmo, Karie Sheils, Deborah Smith (7:24 p.m.), Linda Spencer,  
Cindy Tippit, Jill Pifer, *Library Director*

**Additions to Agenda (For Discussion Only)**

- Per Capita Requirement
- Board Reappointments Submitted
- Volunteer Dinner Rescheduled
- Windows
- Real ID
- City of Fairview Heights, IL Sales Tax Report (2013 – April 2020)

II. CONSENT AGENDA

A. Approval of Minutes from the March 19, 2020 Board Meeting

**Motion # 1 (Cassie Myers/Cindy Tippit) Approve minutes of March 19, 2020 Board Meeting) MOTION PASSED**

B. Library Director's Report (Written Report)

III. APPROVAL OF ALL FINANCIAL STATEMENTS, REPORTS AND BILL LIST

**Motion# 2 (Laura Moats/Cassie Myers) Approve all financial statements, reports and bill list. MOTION PASSED**

**Roll Call Vote:** Don Baden yes; Rochelle Hobson yes; Laura Moats yes;  
Cassie Myers yes; Patti Olmo yes; Karie Sheils yes; Linda Spencer yes; Cindy Tippit yes

IV. COMMUNICATION AND CORRESPONDENCE (NONE)

V. CITIZENS' COMMENTS (NONE)

VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT ( Jill Pifer)

Staff is working from home. The suspension of delivery is extended.

VII. STANDING COMMITTEES

- A. FINANCE (Cindy Tippit) NONE
- B. PERSONNEL (Laura Moats) NONE
- C. POLICY (Deborah Smith) NONE

VIII. SPECIAL COMMITTEEE (NONE)

IX. BUSINESS

**A. Update, discussion and vote on proposals by Louer Facility Planning, as it pertains to the children's reading nooks and carpeting projects.**

Jane Louer, Louer Facility Planning President attended meeting for a question and answer session. Permission granted to move forward with the construction of the nook per the pre-approved budget of ~ \$23,000.00. Board requested additional estimates for lighting, carpeting and signage.

**B. Discussion on library's response and activities since closing to the public due to COVID-19. Written Report**

Essential staff retained: Dama Hamilton, Kasandra Noble and Erica Hinze

**C. Update on job description changes and update on the status of open positions.**

Motion #2 (Linda Spencer/Rochelle Hobson) Suspend discussion on library cataloguer description. MOTION PASSED 7 – 2

**Roll Call Vote:** Don Baden no; Rochelle Hobson yes; Laura Moats yes; Cassie Myers yes; Patti Olmo no; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes; Cindy Tippit yes

**D. Update on the budget review process at the City and potential review of Library FY 2021 budget.**

Board requested a fact finding on the library's cash reserve funds.

**E. Discussion on library director performance review.**

Board agreed to table the discussion on library director performance review for May21, 2020 meeting.

X. CLOSED SESSION (NONE)

XI. ADJOURNMENT 8:45 p.m. CONSENSUS

**Topics for future consideration:**

- Library Director Performance Review
- Children's Library carpeting and nook lighting

Respectfully submitted,

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Linda A. Spencer, Secretary