

FAIRVIEW HEIGHTS PUBLIC LIBRARY
Board of Trustees
Minutes of February 20, 2020 – Regular Meeting

I. OPENING OF MEETING

Meeting called to order: 7:00 p.m. by Don Baden

Present: Don Baden , Rochelle Hobson, Laura Moats, Cassie Myers, Patti Olmo, Karie Sheils, Deborah Smith, Cindy Tippit, Jill Pifer- Library Director

Absent: Linda Spencer

Additions to Agenda (For Discussion Only)

- Recap of the legislative breakfast- February 7, 2020
- Recap of the Black History Month program at Grant Middle School- February 10, 2020

II. CONSENT AGENDA

A. Approval of the January 16, 2020 Board Meeting Minutes

Motion #1 (R. Hobson/P. Olmo) Approve the January 16, 2020 board meeting minutes.

MOTION PASSED

B. Library Director's Report (J. Pifer) Written Report

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

Motion# 2(D. Smith /L. Moats) Approve all financial statements, reports and bill list for January, 2020. **MOTION PASSED**

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

IV. COMMUNICATION AND CORRESPONDENCE

- THANK YOU - Family Hospice Belleville, Linus Blanket donations

V. CITIZENS' COMMENTS (NONE)

VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT (Jill Pifer) (NONE)

VII. STANDING COMMITTEES

A. FINANCE (Cindy Tippit) NONE

B. PERSONNEL (Laura Moats) met on 2/11/20,

Motion #3 (L. Moats./K. Sheils) Approval of minutes from February 11, 2020 personnel meeting. **MOTION PASSED**

C. POLICY (Deborah Smith) NONE

VIII. SPECIAL COMMITTEES (NONE)

IX. BUSINESS

- A. **Update and discussion on plans presented by Louer Facility Planning(Children’s Reading Nook project/carpet).** The Library Director met with Ms. Louer on 1/28/20 to discuss alternate ideas for the carpeting of the juvenile area. A new layout idea for the carpet was presented at the board meeting. No action was taken on the topic and will be discussed further at future meetings.
- B. **Update on the status of the window replacements being facilitated by the Public Works Dept.**
Bids were opened and the City Council approved the project. A tentative projection of April, 2020 for completion of the project is still the goal.
- C. **Discussion and vote on the library cataloger job description and position details.**
The Board reviewed the proposed job description presented by the Personnel Committee for the position as well as a \$20/ hour compensation for 10 hours of work per week. Discussion on how best to proceed filling the position ensued with the ideas of emergency and temporary work status being discussed. The Library Director will work with the HR Department to pursue the path to filling the position on an emergency/temporary and permanent basis.
Motion #4 (L. Moats/ C. Tippit) Approve a emergency/temporary cataloging position not to exceed 10 hours/week at \$20/ hour to be filled as soon as possible. **MOTION PASSED**
- D. **Discussion and vote on the Youth Services/Asst Director job description and position details.**
The Board reviewed the updated job description presented by the Personnel Committee. There were questions about moving forward with the position and it was decided to consult the Library’s attorney for clarification. No vote was taken on changes to this position.
- E. **Discussion and vote on the FY 2020-2021 proposed budget.**
The Library Director updated the board on changes that had been made since the budget was last discussed in November 2019. This mainly concerned the SHARE fees as at the time, they were not known. With that increase now settled, the budget now matches the levy amount that was moved forward in November 2019. A library budget in the amount of \$575,928.00 was brought forth and voted on.
Motion #5 (C. Tippit/D. Smith) Approve the FY 2020-2021 Library Budget and submit to the City.
Roll Call Vote: Rochelle Hobson **yes**; Laura Moats **yes**; Cassie Myers **yes**, Patti Olmo **yes**; Karie Sheils **yes**; Deborah Smith **yes**; Don Baden **yes**; Cindy Tippit **yes**
- F. **Discussion on Personnel Updates**
Carolyn Clark’s retirement will activate a 200 hours vacation payout on her last payroll check. A full-time union position is open in Land Use in the same clerical unit as the

library staff. Due to a scheduled staff vacation, Carolyn's retirement and a staff person's extenuating circumstances, the library is experiencing a slight staffing shortage.

G. Call for an Executive Closed Session to discuss personnel per 5 ILCS 120/2(c)(1)

Parlay closed

Not activated

H. Discussion on Library Director performance review

Trustee, Karie Sheils updated the library director review document using Google Docs as Survey Monkey was cost prohibitive. Ms. Sheils and the Library Director will work out a timeframe for the surveys to be completed but they should be going out to the staff and the board on 2/24/2020. The Library Director will send an email to the staff and board alerting them that the survey is coming, from what email it will be sent and the deadline for submission.

X. Closed Session

XI. Adjournment 8:49 p.m. CONSENSUS

Topics for future consideration:

Waiving Fines

Reading Nook naming rights

Respectfully submitted,

Cindy Tippit, Treasurer