

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

I. OPENING OF MEETING

Meeting called to order: 7:00 p.m. by Cassie Myers

Present: Rochelle Hobson, Laura Moats, Cassie Myers, Patti Olmo, Karie Sheils,
 Deborah Smith, Linda Spencer, Cindy Tippit

Absent: Don Baden

Additions to Agenda (For Discussion Only)

- 2nd Annual Library Crawl
- Levy Letter moved forward
- Letter from Lawyer (Re: rate increase)
- Illinois General Assembly: Official Body Camera Act Proposal (Cabello)
- Legislative Breakfast – February 7, 2020

II. CONSENT AGENDA

A. Approval of the November 21, 2019 Board Meeting Minutes

Motion #1 (Cindy Tippit/Karie Sheils) Approve the November 21, 2019 board meeting minutes with the necessary corrections: (sp Sheils; sp Patti)

MOTION PASSED

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

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

Motion# 2(Laura Moats/Rochelle Hobson) Approve all financial statements, reports and bill list for the months of November, 2019 and December, 2019. **MOTION PASSED**

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

IV. COMMUNICATION AND CORRESPONDENCE

- THANK YOU - WARM UP AMERICA
- THANK YOU - Grant Middle School (SemaJ Austin)

V. CITIZENS' COMMENTS (NONE)

VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT (Jill Pifer)

Appointment to the Heartland Library System Nominating Committee

VII. STANDING COMMITTEES

- A. FINANCE (Cindy Tippit) NONE
- B. PERSONNEL (Laura Moats) NONE
- 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).** Budget Proposal estimate of (\$ 20,00.00). Further deliberations needed with respect to the replacement of windows prior to start of project.

B. **Update on the status of the window replacements being facilitated by the Public Works Dept.**

Target date of February 4, 2020 to open for bids. A tentative projection of April, 2020 for completion of project.

C. **Discussion on the plans for a community Black History Month performance to take place at Grant Middle School by the St. Louis Black Repertory Company.**

The library collaborated with Grant Middle School to stage a performance of the St. Louis Black Repertory Theatre of their touring company project – FREEDOM SONGS to be presented on February 10, 2020 @ 12:45 p.m. FREE to PUBLIC @ GRANT MIDDLE SCHOOL.

D. **Discussion and vote on amending the December 2020/January 2021 holiday schedule to close on 12/26/2020 and 1/2/2021**

Motion #3 (Laura Moats/Karie Sheils) Amend the December 2020 schedule to include closing on Saturday, December 26, 2020. **MOTION PASSED**

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

The board opted to remain in an open meeting status deeming the sensitivity of the matter not to be so critical for going into closed session. With the projection of Carolyn Clark's retirement and potential staffing concerns, the immediacy to have sufficient needs met in the handling of administrative functions is eminent. A couple of suggestions are being explored: 1) cross training particularly for cataloguing 2) opening job positions

F. **Discussion on Library Director performance review**

In continuing the use of the Survey Monkey tool for the library director performance review, Karie Sheils agreed to assume the role as administrator in updating the document for presentation to board and staff.

X. Closed Session

XI. Adjournment 8:55 p.m. CONSENSUS

Topics for future consideration:

Waiving Fines

Respectfully submitted,

Linda A. Spencer, Secretary