

**FAIRVIEW HEIGHTS PUBLIC LIBRARY**  
**Board of Trustees**  
**Minutes of June 18, 2020 – Regular Meeting**

- I. OPENING OF MEETING: **Note:** *Due to the COVID-19 governmental restrictions, an exemption was made to have full privileges for virtual attendance via ZOOM. P.A. 100-0640 (SB 2135) authorizes public bodies to meet remotely without the otherwise required quorum present at the meeting place*

A. CALL TO ORDER Meeting called to order: at 7:04 p.m. by Don Baden, President  
**ROLL CALL Present:** Don Baden, Laura Moats, Patti Olmo, Rochelle Hobson , Karie Sheils, Deborah Smith, Cindy Tippit, Jill Pifer, *Library Director*

*Absent:*, Linda Spencer

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

- Library Vice -President Cassie Myers resigned. Moving out of area.
- Cards for Kids Act passes and is signed but awaits administrative rules to be written. This Act allows for non-resident students to receive a library card free of charge
- Notice of FY20 Per Capita Aware in the amount of \$21,347.50 was received.
- Local news host and FH resident, Matt Chambers, hosted a virtual storytime

II. CONSENT AGENDA

- A. Approval of Minutes from the May 21, 2020 Board Meeting and June 4, 2020 Special Meeting **Motion # 1 (D. Smith/L. Moats)**

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

- B. Library Director's Report (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 the month of May, 2020.

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

IV. COMMUNICATION AND CORRESPONDENCE (NONE)

V. CITIZENS' COMMENTS (NONE)

VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT (Jill Pifer)

VII. STANDING COMMITTEES

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

VIII. SPECIAL COMMITTEE (NONE)

IX. BUSINESS

A. **Discuss and set the slate of Board officers to be voted on in August 2020**

Don Baden and Cindy Tippit agreed to continue to serve in their respective roles as President and Treasurer. The Library Director will reach out to Linda Spencer to see if she will continue on as Secretary. In light of the resignation of Cassie Myers, a Vice-President candidate was needed. Deborah Smith has agreed to appear as the candidate for this role.

B. **Discussion on the REALM study for library materials: what it is and how it will impact the library moving forward**

[OCLC](#), the [Institute of Museum and Library Services](#), and [Battelle](#) are conducting research on how long the COVID-19 virus survives on materials that are prevalent in libraries, archives, and museums. The project will draw upon the research to produce authoritative, science-based information on how—or if— materials can be handled to mitigate exposure to staff and visitors. Currently the virus is being tested on material for 1 hour and reevaluated at 1,3,4, and 6 days for viral presence.

C. **Discussion on the Virtual Fact Sheet**

This sheet summarizes what the library did while we were closed in the month of April & May 2020. It will be posted to our social media once the board has a chance to look at it. I will also have it shared to the City's page and have it sent out to the city council. I also tied it into the Illinois Library Assoc "Bigger than a Building" campaign. Staff member Erica Hinz worked on the graphics.

D. **Discussion on Library Director review**

This was tabled until August 2020 due to new meeting requirements that stipulate all meetings be recorded and posted to the website. There were some technical issues with how to pause a Zoom recording, go into closed session and then restart the recording.

E. **Discussion and update on the progress of the reading nooks and children's carpet installation projects.**

On 6/15 the Library Director met with the carpenter so he could lay out the children's reading nook templates in the space and make necessary adjustments. The nooks will start build production and should be approx.. 6 weeks to completion. The carpet is on backorder til 7/24. It is possible it will arrive earlier but we should be prepared for a late July installation. I will contact the PW Director to see if we can store the built children's reading nooks onsite at the City if it comes to that. I will also reach out to J. Louer in early July to see what the anticipated delivery of the nooks will be.

X. CLOSED SESSION (NONE)

XI. ADJOURNMENT **Motion# 3 (P. Olmo/L. Moats)**) Motion to adjourn the June 18, 2020 board meeting at 8:03 p.m.

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

Respectfully submitted,

Jill Pifer, Library Director