

FAIRVIEW HEIGHTS PUBLIC LIBRARY
Board of Trustees
Minutes of March 19, 2020 – Regular Meeting

I. OPENING OF MEETING

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

Note: Exemption made to allow teleconference attendance to have full privileges due to the coronavirus crisis. This is per COVID-19 Executive Order No. 5; Section 6

Present: Don Baden, Cassie Myers, Patti Olmo, Jill Pifer, Library Director

Teleconference: Linda Spencer, Rochelle Hobson, Cindi Tippit, Laura Moats

Absent: Deborah Smith, Karie Sheils

Additions to Agenda (For Discussion Only)

- Cancellation of Programs
- Scheduling of finance meeting in May to address policy update.

II. CONSENT AGENDA

A. Approval of Minutes of the February 20, 2020 Board Meeting

Motion # 1 (Laura Moats/Patti Olmo) Approve minutes of the February 20, 2020 board meeting. **MOTION PASSED**

B. Library Director's Report (Written Report)

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

Motion# 2 Approve all financial statements reports and bills. **MOTION PASSED**

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

IV. COMMUNICATION AND CORRESPONDENCE (NONE)

V. CITIZENS' COMMENTS (NONE)

VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT (Jill Pifer)

Shutdown and suspension of deliveries to and from the Fairview Heights Library.

VII. STANDING COMMITTEES

A. FINANCE (Cindy Tippit)

B. PERSONNEL (Laura Moats) Written Report

Personnel Minutes of March 9, 2020 meeting adopted.

C. POLICY (Deborah Smith) NONE

VIII. SPECIAL COMMITTEES (NONE)

IX. BUSINESS

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

Discussion entailed that the original cost of \$16,029.00 necessitates an increase of approximately 5% to cover increases since the last quote in December 2019. Funds will be drawn from multiple sources: Trust and Memorial Funds, Friends and Board Funds.

Motion # 4 (Patti Olmo/Laura Moats) Approve funds not to exceed \$ 23,000.00 to Louer Facility Planning that will cover the unexpected costs from the original quote for the reading nook. **MOTION PASSED 6-1**

Roll Call Vote: Rochelle Hobson yes; Laura Moats yes; Cassie Myers yes; Patti Olmo yes; Linda Spencer NO; Cindy Tippit yes; Don Baden yes

B. **Update and vote on a library pandemic response policy (Written Report)**

The board reviewed a pandemic response policy draft and discussed closing the library with following the lead from the mayor's order to close the government building on March 23, 2020.

MOTION #7 (Laura Moats/Rochell Hobson) Approve the pandemic response policy draft with language change in *section I. Purpose* and the deletion of *section IV: School Closure Due to Pandemic*. **MOTION PASSED 7 - 0**

C. **Discussion and vote on library cataloger job description and position details**

Motion #8 (Cindy Tippit/Patti Olmo) TABLE ITEM C **MOTION PASSED unanimous**

D. **Discussion and vote on Youth Services/Assistant Director job description and position details**

Discussion included removing the assistant director to a non- union position.

MOTION #9 (Cassie Myers/ _____) Approve the Youth Services/Assistant Director job description and position draft job with removable of essential job duties: May assist at the circulation desk. **For a lack of a second the motion died.**

Motion # 10 (Patti Olmo/Rochelle Hobson) Approve the Youth Services/Assistant Director job description and position draft as presented. **MOTION PASSED 6 – 1**

E. **Discussion and vote on Circulation Clerk/Cataloger job description and position details**

Discussion on devoted hours to each position with consideration of pay for the division of tasks was found to be an inappropriate position to take.

MOTION # 11 (Cassie Myers/Cindy Tippit) Approve the Circulation Clerk/Cataloger job description and position draft as presented. **MOTION PASSED 7 - 0**

F. **Discussion and vote on Circulation Clerk job description and position details**

Motion #12 (Patti Olmo/Laura Moats) Approved the Circulation Clerk job description and position draft as presented. **MOTION PASSED 7 - 0**

G. Discussion on personnel updates

Open positions due to retirements within the city and the library could potentially lead to making strategic efforts to fulfill positions within the library on top of the ordered hiring freeze made by the mayor.

H. Discussion and vote for approval of funds to be used for National Library Worker Day 4/11/20

Motion #5 (Cassie Myers/Laura Moats) Approve funds not to exceed \$ 350.00 for two luncheons one in March (Appreciation) and one in April (Library Workers's Day) for the library staff. As well as funds for a Friends of the Library luncheon not to exceed \$125 to be executed at the Library Director's discretion. **MOTION PASSED 7-0**

I. Discussion and vote on approval of funds for Friends of the Library luncheon in April

See Item H

J. Review of trustee appointments to expire on 5/2020

The trustee appointments of Cassie Myers, Rochelle Hobson and Patti Olmo expire on 5/2020. They are asked to state their intentions prior to the May library board meeting.

K. Closed Session

Call for an Executive Closed session to discuss personnel per 5 ILCS 120/2(c) (1)
NO ACTION TAKEN

L. Adjournment 8:48 p.m. CONSENSUS

Topics for future consideration:

- Library Director's Review
- Library Catalog Job Description
- Sustainability Assessment

Respectfully submitted,

Linda A. Spencer, Secretary