

FAIRVIEW HEIGHTS PUBLIC LIBRARY
Board of Trustees
Minutes of May 21, 2020 – Regular Meeting

OPENING OF MEETING: **Note:** Due to the COVID-19 governmental restrictions an exemption was made to have full privileges for virtual attendance via ZOOM. This is per COVID-19 Executive Order No. 5; Section 6

A. CALL TO ORDER Meeting called to order: at 7:00 p.m. by Don Baden, President
ROLL CALL Present: Don Baden, Laura Moats, Patti Olmo, Karie Sheils, Deborah Smith, Cindy Tippit, Jill Pifer, *Library Director*

Absent: Rochelle Hobson, Linda Spencer

Additions to Agenda (For Discussion Only)

- Summer Reading Program
- Cards for Kindness
- Sidewalk Obstacle Course
- Book Sale
- Trustee Webinar
- Providence Bank Interview
- Little Free Library
- Virtual Story Time
- Hoopla
- TumbleBooks
- New Website
- Installation of Plexiglass

I. CONSENT AGENDA

A. Approval of Minutes from the April 20, 2020 Board Meeting

Motion # 1 (Deborah Smith/K. Sheils) Approve minutes of April 16, 2020 Board Meeting. **MOTION PASSED**

B. Library Director's Report (Written Report)

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

Motion# 2 (K. Sheils/C. Tippit) Approve all financial statements, reports and bill list for the month of April, 2020. **MOTION PASSED**

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

III. COMMUNICATION AND CORRESPONDENCE (NONE)

IV. CITIZENS' COMMENTS (NONE)

V. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT (Jill Pifer)

Staff is working from home. The suspension of delivery is extended. There is a membership meeting scheduled on 5/28 that will provide information on moving forward.

VI. STANDING COMMITTEES

A. FINANCE (Cindy Tippit) meeting held on 5/18 via zoom. See Business Items A, B & H regarding budget and non-resident fees, Committee met on 5/18

Motion #3 (C. Tippit/ D. Smith) Approval of minutes from the May 18, 2020 Finance committee. **MOTION PASSED**

B. PERSONNEL (Laura Moats) NONE

C. POLICY (Deborah Smith) NONE

VII. SPECIAL COMMITTEE (NONE)

VIII. BUSINESS

A. **Review and vote on FY 2019-2020 State of Illinois 75 ILCS 5/4-10 report**

Motion # 4 (D. Smith/C. Tippit) Submit prepared FY 2019-20 State of Illinois 75 ILCS 5/4-10 report to the City of Fairview Heights per statutory obligation. **Motion Passed**

B. **Discussion and vote on non-resident fee for FY 2020-2021**

Motion #5 (Karie Sheils/Deborah Smith) Approve non-resident fee effective September 1, 2020 for \$ 99.00 using the mathematical formula provided by the State of Illinois. **MOTION PASSED**

C. **Discussion on limited extension of services to non-residents**

Due to a relaxation in the administrative rules by the Illinois Sate Library, we were able to extend the privilege of a non-resident digital access only card to non-residents without charging a fee. This is only good thru 8/31/2020. This card is limited to digital resource use only and does not extend to privileges for checkout of the physical collection. In order to have those privileges, a non-resident card would need to be purchased.

D. **Discussion and vote on entering into a 6 month agreement with SHARE**

Bibliographic services to provide cataloging for library

Due to implications of COVID-19 on staffing it was determined that the library would enter into a 6 month agreement with SHARE bibliographic services for cataloging at an approximate cost of approx. \$3900. This agreement could be extended another 6 months if needed. Initial plans for having staff trained to provide the cataloging will be put on hold when both the ability to be trained is available as well as a more stable staffing environment is obtained.

Motion #6 (L. Moats/D. Smith) Enter into an agreement with SHARE Bibliographic Services to provide 6 months of cataloging services utilizing the formula presented by SHARE for the cost. **MOTION PASSED**

E. Discussion and vote on relaxation of library policies at the discretion of the library director as they relate to COVID-19 and focusing on operational decisions to be made in response to changing needs/conditions

Due to implications of COVID, the library director is asking for an ability to relax certain policies as they pertain to circulation processes. Some examples given were an ability to waive fines, waive fees, limit time on computers, limit the number of materials to be checked out by patrons. Others may also come into play as the library progresses on the path of reopening the library. This would give the library director an ability to flex with minor policy changes as we move forward with a phased opening and be responsive to our patrons needs. Any major policy changes would be presented to the board and any minor changes would be reported at the next board meeting.

Motion #7 (C. Tippit/Karie Sheils) Grant the library director the privilege to relax library policies as related to COVID-19. **MOTION PASSED**

F. Discussion and vote on phased reopening plan for the library

Addressed within Item E.

G. Update, discussion and vote on proposals presented by Louer Facility Planning, Pyramid Electric and McCullough Flooring as it pertains to the children's carpeting project and lighting needs within the reading nooks.

Flooring to be addressed at a future special meeting in early June, date to be determined.

Pyramid Electric proposal did not need any additional voting as the additional cost entailed in providing the following service will be minimal. A floor outlet located where the reading nook will be installed needs to be "blacked out". The cost of this was unknown prior to the agenda so was placed here in the event it increased the cost significantly. After discussion with Pyramid, it was determined that it will not.

H. Discussion and vote incorporating language into library board finance policies as required by the Illinois Sustainable Investing Act (40 ILCS 5/1-113.6 and 1-113.17)

Motion #8 (Karie Sheils/Laura Moats) Incorporate language into library board finance policies as required by the Illinois Sustainable Investing Act **MOTION PASSED**

IX. CLOSED SESSION (NONE)

X. ADJOURNMENT 8:45 p.m. CONSENSUS

Topics for future consideration:

Respectfully submitted,

Patti Olmo, Board Trustee