

FAIRVIEW HEIGHTS PUBLIC LIBRARY

Board of Trustees

Minutes of November 19, 2020 – Regular Meeting

An option to attend the meeting remotely was accessible via conference call: Phone Number: 312 626 6799 Meeting ID: 864 2061 1279

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.

I. OPENING OF MEETING

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

Present: (Location) ,Don Baden and Jill Pifer, *Library Director*

Virtual: Linda Spencer, Cindy Tippit, Laura Moats, Karie Sheils, Deborah Smith

Virtual/Audio Only: Patti Olmo

Absent: Rochelle Hobson

Carolyn Clark, *Citizen*

Additions to Agenda (For Discussion Only)

- LEVY LETTER - Update on November 9, 2020 submission of levy letter to the city. There was no activity at the November 17, 2020 city meeting. The next meeting is scheduled for December 1, 2020.
- An e-mail was sent to the library board concerning a COVID-19 situation with a child of a library staff member. This document was for informational purposes only.

II. CONSENT AGENDA

A. MINUTES

1. Approval of October 15, 2020 Board Meeting

Motion # 1 (Karie Sheils/Deborah Smith) Approve the October 15, 2020 board meeting minutes. MOTION PASSED 7 - 0

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

2. Approval of November 9, 2020 Special Meeting

Motion #2 (Cindy Tippit/Laura Moats) Approve the November 9, 2020 special board meeting. MOTION PASSED 7 - 0

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

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

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

Motion# 3 (Cindy Tippit/Patti Olmo) Approve all financial statements, reports and bill list. MOTION PASSED 7 – 0

Roll Call Vote: Don Baden yes; Laura Moats yes; Patti Olmo yes; Karie Sheils yes;

Deborah Smith yes; Linda Spencer yes; Cindy Tippit yes.

IV. COMMUNICATION AND CORRESPONDENCE

- OFFICE OF THE SECRETARY OF STATE (Illinois) congratulatory grant approval in support of Sanitize to Fight COVID-19.
- CARDS FOR KINDNESS appreciation of cards received for donation.

V. CITIZENS' COMMENTS (NONE)

VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT (ORAL REPORT)

- The ILHS received a grant for the enhancement of the E -Cloud program.
- Linda Spencer attended a portion of the November 10, 2020 'Beyond Limits' Virtual Conference.

VII. STANDING COMMITTEES

A. FINANCE (Cindy Tippit) Approve minutes from 10/12/20

Motion # 4 (Deborah Smith/Cindy Tippit) Accept the finance committee report of October 12, 2020 for attachment to the October 15, 2020 library board minutes. MOTION PASSED 7 - 0

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

B. PERSONNEL (Laura Moats) NONE

C. POLICY (Deborah Smith) NONE

VIII. SPECIAL COMMITTEES

IX. BUSINESS

A. Discussion and vote on changes to the Library Board committee assignments.

PERSONNEL: Laura Moats, Chair, Karie Sheils, Linda Spencer, Rochelle Hobson, alternate

FINANCE: Cindy Tippit, Chair, Deborah Smith, Karie Sheils

POLICY/BYLAWS: Patti Olmo, Chair; Rochelle Hobson, Laura Moats (temporary)

PRESIDENT IS EX-OFFICIO ON ALL COMMITTEES.

B. Discussion and vote on staff appreciation ideas for upcoming holiday.

Motion #5 (Karie Sheils/Patti Olmo) Approve up to \$525.00 of library funds for Holiday Staff Appreciation. MOTION PASSED 7 – 0

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

C. Discussion and vote on the 2021 Library Board Meeting schedule. (Written Report)

Motion #6 (Laura Moats/Deborah Smith) Approve the 2021 Meeting Schedule.

Roll Call Vote: Don Baden yes; Laura Moats yes; Patti Olmo yes; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes; Cindy Tippit yes. **MOTION PASSED 7 - 0**

D. Update on opening the library to in person walk-thru service.

In light of new state regulations, library privileges will revert to the earlier practice of lobby services for pick up and elimination of browsing privileges effective November 23, 2020.

E. Per Capita requirement: Review Chapter 11 -13 in Serving our Public 4.0.

Linda Spencer and Laura Moats led a friendly discussion of chapters 11 – 13 in Serving our Public 4.0 Library Standards.

F. Discussion on the Library Director performance review

Karie Sheils will explore the development of a library performance review document.

8:24 ADJOURNMENT CONSENSUS

X. **CLOSED SESSION**

XI. **XI. ADJOURNMENT**

XII. **TOPICS FOR FUTURE CONSIDERATION**

Update on Levy Letter

Library Director Performance Review Document

Adjournment

Respectfully submitted,

Linda A. Spencer, Secretary