

# FAIRVIEW HEIGHTS PUBLIC LIBRARY

## Board of Trustees

### Minutes of March 18, 2021 – 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

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

Bill Poletti sworn in as library board trustee.

#### B. ROLL CALL

On Location: Don Baden, Jill Pifer, Library Director

Virtual: Cindy Tippit, Linda Spencer, Karie Sheils; Deborah Smith, Rochelle Hobson

Absent: Laura Moats; Patti Olmo:

#### C. Additions to Agenda (For Discussion Only)

- E-Magazine options
- Staffing Issue week of 2/15/21
- Document Shreding event
- Venmo Business Account
- Covid Phase 5 IL Governor plan

#### II. CONSENT AGENDA

##### A. MINUTES

Approval of February 18, 2021 Board Meeting

**Motion #1 (Bill Poletti/Karie Sheils)** Approve Minutes of the February 18, 2021 board meeting. **MOTION CARRIED 7 - 0**

**Roll Call Vote:** Don Baden yes; Rochelle Hobson yes; Bill Poletti 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# 2 (Cindy Tippit/Bill Poletti) Approve financial statements, reports and bill list. MOTION CARRIED 7 – 0**

**Roll Call Vote:** Don Baden yes; Rochelle Hobson yes; Bill Poletti yes; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes; Cindy Tippit yes.

#### IV. COMMUNICATION AND CORRESPONDENCE

- PCs for People Thank You Note
- United States Department of Commerce Appreciation Letter

#### V. CITIZENS' COMMENTS (None)

#### VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT (Jill Pifer)

- Enhanced Polaris System via SOLUS app
- March 13, 2021 Library Trustee Forum (Linda Spencer and Bill Poletti)

VII. STANDING COMMITTEES

- A. FINANCE (Cindy Tippit) Written Report  
Committee approved minutes
- B. PERSONNEL (Laura Moats) NONE
- C. POLICY (Deborah Smith) NONE

VIII. SPECIAL COMMITTEES (None)

IX. BUSINESS

- A. Discussion on recent staff trainings  
A brief overview of training videos offered including EDI Training to the library staff.
- B. Review of trustee reappointments for May 2021  
Cindy Tippit, Laura Moats and Karie Sheils are due for reappointments. Laura Moats is not renewing her appointment.
- C. Discussion and vote on proposed changes to the Routine Banking Policy  
**Motion #3 (Cindy Tippit/Deborah Smith)** Approve proposed changes to the Routine Banking Policy as presented with deletion of closing paragraph. **Motion Carried 7 – 0**

**Roll Call Vote:** Don Baden yes; Rochelle Hobson yes; Bill Poletti yes; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes; Cindy Tippit yes.

- D. Discussion and vote for approval of funds to be used for National Library Worker Day 4/6/2021  
Lunch will be provided to the staff using a rewards gift card on hand and no more than \$50.00 of library board funds to cover total cost.
- E. Discussion and vote on proposed changes to the Board of Trustees By-Laws: Sections V-VI  
**Motion #4 (Deborah Smith/Karie Sheils)** Approve proposed changes to the Board of Trustees By-laws, Sections V and VI. **MOTION CARRIED 7 – 0**

**Roll Call Vote:** Don Baden yes; Rochelle Hobson yes; Bill Poletti yes; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes; Cindy Tippit yes.

- F. Discussion and vote on the Library Director performance review  
Observations noted of the disparity in the trustee and staff reviews. Recommendation to implement strategies on 2 -3 critical areas for improvement.

**X. CLOSED SESSION**

**XI. ADJOURNMENT 8: 30 CONSENSUS**

**TOPICS FOR FUTURE CONSIDERATION**

Respectfully submitted,

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Linda A. Spencer, Secretary