FAIRVIEW HEIGHTS PUBLIC LIBRARY
Board of Trustees
Minutes of September 16, 2021 – Regular Meeting

I. OPENING OF MEETING
   A. Meeting called to order at 7:00 p.m. by Don Baden, President
      Randy Pierce with the FH Tribune in attendance as an observer
   B. ROLL CALL
      Present: (Virtual) Deborah Smith
      Present: (On Site) Don Baden, Linda Spencer, Karie Sheils, Cindy Tippit,
                  Rochelle Hobson, Pat Baeske, Bill Polleti, Jill Pifer, Library Director
      Absent: Carolyn Clark
   C. Additions to Agenda (For Discussion Only)
      ▪ Pinpointing use of grant funds from IL Humanities Council is being refined.
      ▪ Black History Touring Program for local elementary school being pursued
      ▪ Youth Service Position Posted within the union

II. CONSENT AGENDA
   A. Approval of the August 19, 2021 Board Meeting Minutes
      Motion #1(Deborah Smith/Bill Poletti) Approve the August 19, 2021 Board meeting minutes.
      Roll Call Vote: Don Baden yes; Pat Baeske yes; Rochelle Hobson yes;
                     Bill Poletti yes; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes;
                     Cindy Tippit yes. MOTION CARRIED 8-0
   B. Library Director’s Report (J. Pifer) Written Report
      Discussion on various resources used to purchase materials and books.

III. APPROVAL OF ALL FINANCIAL STATEMENTS, REPORTS AND BILL LIST
      Motion # 2 (Cindy Tippit,Karie Sheils) Approve financial statements, reports and bill list.
      Roll Call Vote: Don Baden yes; Pat Baeske yes; Rochelle Hobson yes;
                     Bill Poletti yes; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes;
                     Cindy Tippit yes. MOTION CARRIED 8-0

IV. COMMUNICATION AND CORRESPONDENCE (None)

V. CITIZENS’ COMMENTS (None)

VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT (None)

VII. STANDING COMMITTEES
   A. FINANCE (None)
   B. PERSONNEL (None)
C. POLICY (Pat Baeske)

The Policy Committee approved minutes of the August 31, 2021 meeting with an amendment to reflect the review and approval of the August 26, 2021 committee meeting.

VIII. SPECIAL COMMITTEES (None)

IX. BUSINESS

A. Discussion and vote on amending Article 5, Section 6 of the library board bylaws as it pertains to remote meetings.

**DISCUSSION:** Exhibit A – PROPOSED BYLAWS AMENDMENT and Exhibit B – SUGGESTED AMENDMENT TO LIBRARY BOARD BYLAWS. were presented. A lengthy discussion ensued on the topic of ‘Policy vs By-laws’. Clarification was presented that bylaws are to govern rules and regulation and policies are operational guidelines and are secondary to bylaws.

**Motion #3 (Pat Baeske/Bill Poletti) Approve Exhibit A- PROPOSED BYLAWS AMENDMENT Article V – Section 6.**

**Roll Call Vote:** Don Baden **no**; Pat Baeske **yes**; Rochelle Hobson **no**; Bill Poletti **yes**; Karie Sheils **no**; Deborah Smith **no**; Linda Spencer **no**; Cindy Tippit **no**. **MOTION FAILED 2 yes; 6 no**

**Motion #4 (Rochelle Hobson/Karie Sheils) Approve Exhibit B – SUGGESTED AMENDMENT TO LIBRARY BOARD BYLAWS.**

**Roll Call Vote:** Don Baden **yes**; Pat Baeske **no**; Rochelle Hobson **yes**; Bill Poletti **yes**; Karie Sheils **yes**; Deborah Smith **yes**; Linda Spencer **yes**; Cindy Tippit **yes**. **MOTION CARRIED 7 yes 1 no**

B. Discussion and vote on Electronic Meeting Policy

**DISCUSSION:** Clarification offered of the need for a separate document to outline the ways and means for holding electronic meetings.

**Motion #5 (Cindy Tippit/Rochelle Hobson) Accept proposed Electronic Meetings Policy.**

**Roll Call Vote:** Don Baden **yes**; Pat Baeske **yes**; Rochelle Hobson **yes**; Bill Poletti **yes**; Karie Sheils **yes**; Deborah Smith **yes**; Linda Spencer **yes**; Cindy Tippit **yes**. **MOTION CARRIED 8-0**

C. Discussion and vote on compensation for non-union contract staff: Library Director

**DISCUSSION:** A lengthy discussion on offering a 2% raise for Jill Pifer, library director. Points were raised to consider a salary survey of area library directors and examine comparable salaries of directors with the city of Fairview Heights.
Motion #6 (Don Baden/Rochelle Hobson) Approve a 2% raise for Jill Pifer, Library Director.

Amended Motion (Bill Poletti/Pat Baeske) Approve a 1% raise for Jill Pifer, Library Director.

Amended Motion Roll Call Vote: Don Baden no; Pat Baeske yes; Rochelle Hobson no; Bill Poletti yes; Karie Sheils no; Deborah Smith no; Linda Spencer no; Cindy Tippit no. AMENDED MOTION FAILED 2 yes 6 no

(Original Motion #7 Don Baden/Rochelle Hobson) Approve a 2% raise for Jill Pifer, Library Director.

(Roll Call Vote: Don Baden yes; Pat Baeske no; Rochelle Hobson yes; Bill Poletti no; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes; Cindy Tippit yes. MOTION CARRIED 6 yes; 2 no

D. Discussion on PerCapita Grant requirements Chapters 3, 5, 6.


X. Closed Session

XI. Adjournment 8:40 CONSENSUS

Topics for future consideration:

Respectfully submitted,

____________________________________
Linda A. Spencer, Secretary

APPENDIX A

Points of Discussion from Standards for Illinois Public Libraries Chapters 3, 5 and 6

CHAPTER 3 – (Personnel)

Standard 3 - Job descriptions are included in the personnel policy.

Standard 7 - The library follows the personal appraisal system used by the City of Fairview Heights. Public Library.

Standard 10 – Library trustees are encouraged to take personal aim to be aware of federal, state and local statues.
CHAPTER 5 – (Building Infrastructure and Maintenance)

Standard 4 – Funds for ongoing maintenance is channeled via the City of Fairview Heights.

Standard 13 – Every effort was made during the pandemic to make the building as environmentally friendly as possible.

CHAPTER 6 (Safety)

Standard 2 – Library has in place a floor plan that shows entrances, exits and fire alarms.

Standard 6 – An AED, medical supplies are stored for emergency needs.

Standard 17 – The City of Fairview Heights provides security cameras for the external areas of the library and complex.