FAIRVIEW HEIGHTS PUBLIC LIBRARY
Board of Trustees
Minutes of October 21, 2021 – Regular Meeting

I. OPENING OF MEETING
A. Meeting called to order at 7:00 p.m. by Don Baden, President
   Randolph Pierce with the FH Tribune in virtual attendance as an observer.

B. ROLL CALL
   Present(on location): Don Baden, Pat Baeske, Carolyn Clark, Bill Poletti,
   Karie Sheils, Deborah Smith, Linda Spencer, Cindy Tippitt, Jill Pifer, Library
   Director.
   Absent: Rochelle Hobson

C. Additions to Agenda (For Discussion Only)
   - How to Get Started with Libby
   - FYI - Share Mobile Library App
   - FYI - S. I. U. – E Diversity Grant

II. CONSENT AGENDA
A. Approval of the September 16, 2021 Board Meeting Minutes
   Motion #1( Pat Baeske/Bill Poletti ) Approve the September 16, 2021 Board
   meeting minutes with amendment to motion #7 to read: Approve a 2% raise for
   Jill Pifer, Library Director, with President Baden expressing: “Jill has significant
   responsibilities, much more, for example, than the mayor does in terms of the
   decision making she does, her hiring. She does all this; she manages the library
   much more so than the mayor manages the city.”
   Roll Call Vote: Don Baden no; Pat Baeske yes; Carolyn Clark no;
   Bill Poletti yes; Karie Sheils abstain; Deborah Smith no;
   Linda Spencer no; Cindy Tippit no.
   MOTION FAILED 2 YES; 1 ABSTAIN; 5 NO

   Motion #2 (Deborah Smith/Karie Sheils) Approve the September 16, 2021
   board meeting minutes with necessary amendment of the discussion point with
   language change of marketability study to salary study in section: IX Business,
   Section C.
   Roll Call Vote: Don Baden yes; Pat Baeske yes; Carolyn Clark 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
Programs, Services and other information highlighted: 9/11 Storyboards, Library Crawl and Bright Star Touring Theatre presentation at William Holiday on 2/22/22. Bill Poletti inquired about the status of the VENMO project. With the focus going toward the writing of grants, Jill intends to proceed with finalizing the details for setting up VENMO.

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

Motion #3 (Bill Poletti/Cindy Tippit) Approve all financial statements, reports and bill list.

Roll Call Vote: Don Baden yes; Pat Baeske yes; Carolyn Clark 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 (Cindy Tippit) (10/11/2021 meeting)
Minutes of the October 11, 2021 finance committee meeting were approved by the committee. Pat Baeske requested that notification of all committee meetings are reported to the full board.

B. PERSONNEL (Karie Sheils) none

C. POLICY (Pat Baeske)

Request made by Linda Spencer to have final draft of the updated by-laws.

VIII. SPECIAL COMMITTEES (none)

IX. BUSINESS
A. Discussion on Per Capita requirements (Ch. 7, 9, 13)
Karie Sheils Bill Poletti and Pat Baeske led the discussion on the Library Standards Chapters 7, 9 and 13. See Appendix A

B. Discussion on Illinois Present pilot project and next steps.
Jill Pifer presented a visual presentation on the Illinois Present pilot project. Preliminary plans are set for six programs beginning in January, 2022. The fair share cost for Fairview Heights Library is $75.00.
C. Discussion and vote on staff appreciation ideas for the holidays
A question arose as to the substance of library funds. Information was provided that those funds are accumulated from fees, fines, e-rate, printing, etc.)

Motion #4 (Cindy Tippit/Deborah Smith) Authorize expenditure of library funds not to exceed $525.00 for the part time staff to receive gift cards contingent on the bonus given from the city of Fairview Heights along with allowance for a full staff luncheon.

Roll Call Vote: Don Baden yes; Pat Baeske no; Carolyn Clark yes;
Bill Poletti yes; Karie Sheils yes; Deborah Smith yes;
Linda Spencer yes; Cindy Tippit yes.

MOTION CARRIED: YES 7 ; NO 1

D. Discussion on proposed FY 2022 – 2023 library budget (Written Report)
A lengthy discussion ensued covering the following topics:
- Levied Funds Section 5
- Budget estimate $600,000,000.00 includes some in-kind estimates
- Equalized Assessed Valuation
- In-kind amounts
- 2 levy options
- Levy amounts similar to last year

E. Discussion and vote on the annual levy letter to be delivered to the City of Fairview Heights. (Written Report)
Clarification provided that the levy letter was drafted with assistance from library lawyer.

Motion #5 Karie Sheils/Deborah Smith) Approve levy letter for submission to Mayor Kupsy.

Roll Call Vote: Don Baden yes; Pat Baeske no; Carolyn Clark yes;
Bill Poletti yes; Karie Sheils yes; Deborah Smith yes;
Linda Spencer yes; Cindy Tippit yes.

MOTION CARRIED: YES 7 ; NO 1

X. Closed Session (none)

XI. Adjournment 8:26 p.m. CONSENSUS

Topics for future consideration:
VENMO

Respectfully submitted,

Linda A. Spencer, Secretary
APPENDIX A

Points of Discussion from Standards for Illinois Public Libraries Chapters 7, 9, and 13)

CHAPTER 7 Collection Management Checklist

- The Library does have a written collection development policy approved by the board.
- Materials are cataloged according to standard library practices utilizing MARC 21 and AACR2 Rules.

CHAPTER 9 Reader’s Advisory Service

- Good Read and Mahogany Books sources for obtaining popular authors and titles.
- Repeated requests from circulation desk are indicators of popular authors and titles.

Chapter 13 Marketing, Promotion and Collaboration

- Updated library website is user friendly.
- Email newsletter dormant during pandemic.
- Senator Chris Belt visited library and read during Story Time program.
- Story Walk at the park receives positive feedback.