

FAIRVIEW HEIGHTS PUBLIC LIBRARY
Board of Trustees
Minutes of March 17, 2022

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) that authorizes public bodies to meet remotely without the otherwise required quorum present at the meeting place. The Library Board Meeting was available for remote attendance and accessible via conference call. Phone Number: 312-626-6799 Meeting ID: 893 0108 6806

I. OPENING OF MEETING

Meeting called to order at: 7:00 p.m. by Don Baden, President
 Present: (Location/On-Site) Don Baden, Pat Baeske, Carolyn Clark, Bill Polleti,
 Karie Sheils, Deborah Smith, Linda Spencer, Jill Pifer, *Library Director*
 Present (Virtual): Cindy Tippit
 Absent: Rochelle Hobson

Additions to Agenda (NONE)

II. CONSENT AGENDA

A. MINUTES

1. Approval of February 17, 2022 Board Meeting

Motion # 1 Bill Poletti/Deborah Smith) Approve the February 17, 2022 minutes.

Roll Call Vote: 8 yes 0 no Motion Carried

Don Baden yes; Pat Baeske yes; Carolyn Clark yes; Bill Polleti yes; Karie Sheils yes;
 Deborah Smith yes; Linda Spencer yes; Cindy Tippit yes

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

Update on the new hire for the part-time circulation clerk position.

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

Bill Poletti offered information on the sales tax situation for the city reflecting a promising recovery since 2015..

Motion #2 (Deborah Smith/Bill Poletti) Approve all financial statements, reports and bill list.

Roll Call Vote: 8 yes 0 no Motion Carried

Don Baden yes; Pat Baeske yes; Carolyn Clark yes; Bill Polleti yes; Karie Sheils yes;
 Deborah Smith yes; Linda Spencer yes; Cindy Tippit yes

IV. COMMUNICATION AND CORRESPONDENCE (NONE)

V. CITIZENS' COMMENTS (NONE)

VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT (NONE)

VII. STANDING COMMITTEES (NONE)

A. FINANCE .

B. PERSONNEL

C. POLICY

VIII. SPECIAL COMMITTEES (NONE)

IX. BUSINESS

A. Update on the Duct of Metro East cleaning and findings

Work on the duct cleaning required seven days that went beyond the expected timeframe of 3 days. Typically, the duct returns were found to be filthy and were cleaned. No real damage was evident, however an incidental observation of wear and tear on the belt in the air handler resulted in the public works department coming in to make the necessary repair/replacement. A required narrative report will need to be made to begin the process of applying for reimbursement.

B. Update on fine free pilot for 6 months starting March 1, 2022 for juvenile/youth material.

Publicity and announcement of the fine free pilot was posted to the FV Library page, Facebook, FH Tribune, etal outlets. There was positive feedback from parents. An analysis was presented of the past due fines and fees from 2010 – 2020 that amounted to approximately \$1,000.00 in juvenile patron fines and \$4,000 in fees.

C. Discussion and vote on 1) waiving past fines on juvenile cards 2) waiving fines on youth materials checked out by our patrons from other libraries.

Recommendation: Go through record to give reprieve to the 98 juvenile patrons.

Motion #3 (Karie Sheils/Deborah Smith) Approve releasing past fines from Fairview Heights juvenile cardholders totally approx. \$1500.00

Roll Call Vote: 8 yes 0 no Motion Carried

Don Baden yes; Pat Baeske yes; Carolyn Clark yes; Bill Polleti yes; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes; Cindy Tippit yes

Motion #4 (Bill Poletti/Don Baden) Allow for the waiving of overdue fines for youth materials checked out from other libraries by our Fairview Heights cardholders

Roll Call Vote: 8 yes 0 no Motion Carried

Don Baden yes; Pat Baeske yes; Carolyn Clark yes; Bill Polleti yes; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes; Cindy Tippit yes

D. Review of trustee appointments for May 2022

Letter of reappointments for Don Baden, Linda Spencer Deborah Smith and Karie Sheils will be presented to Mayor Kupsky.

E. Discussion and vote for approval of funds to be used for National Library Worker Day (4/12/22)

Motion #5 (Deborah Smith/Karie Sheils) Approve board funds not to exceed \$200.00 for a luncheon in honor of National Library Workers Day.

Roll Call Vote: 8 yes 0 no Motion Carried

Don Baden yes; Pat Baeske yes; Carolyn Clark yes; Bill Polleti yes; Karie Sheils yes;

Deborah Smith yes; Linda Spencer yes; Cindy Tippit yes

F. Discussion and vote for approval of funds to be used for Friends of the Library luncheon in 2022.

MOTION #6 (Bill Poletti/ Deborah Smith) Approve up to \$20 per person to provide a luncheon for the Friends of the Library.

Roll Call Vote: 8 yes 0 no Motion Carried

Don Baden yes; Pat Baeske yes; Carolyn Clark yes; Bill Polletti yes; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes; Cindy Tippit yes

G. Discussion and vote on new Library Board Treasurer

Don Baden and Bill Poletti nominated Karie Sheils as treasurer for the library board.

MOTION #7 (Don Baden/Bill Poletti) Approve Karie Sheils as the treasurer for the library board

Roll Call Vote: 8 yes 0 no Motion Carried

Don Baden yes; Pat Baeske yes; Carolyn Clark yes; Bill Polletti yes; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes; Cindy Tippit yes

H. Discussion and vote on library director performance review

Karie Sheils highlighted the strength and weakness from the library director performance review.

BOARD

STRONG POINTS: grant writing, coordination of continuing education for staff members, outreach with other libraries.

WEAK POINTS: volunteer program, public relations, strategic planning

STAFF

Staff comments were discussed amongst the board that were persistent throughout all staff surveys. In summation, the review from the staff lends more to a concern of relationship building. External factors relating to COVID-19 were also given weight when reviewing comments from the staff. Bill Poletti recommended tabling the library director performance review discussion to April.

Bill Poletti apologized for not bringing forth a community perception during the timeline for Additions to the Agenda. Copies of the 'Elevate Fairview Heights' reports were presented for discussion at the April board meeting.

An appreciation was extended to Cindy Tippit for her leadership and acumen as the library board as treasurer.

X.CLOSED SESSION: Call for an Executive Closed session to discuss personnel per 5 ILCS 120/2 © (1)

XI. ADJOURNMENT: 8:24 p.m. Consensus**TOPICS FOR FUTURE CONSIDERATION**

- 'Elevate Fairview Heights Report'
- Library Director Performance Review

Respectfully submitted,

Linda A. Spencer, Secretary