

FAIRVIEW HEIGHTS PUBLIC LIBRARY
10017 Bunkum Road
Fairview Hts., IL 62208
ZOOM Meeting ID: 897 6405 8548

Board of Trustees
Minutes of April 21, 2022 - Regular Meeting

The continuation of the Disaster Proclamation by Gov. Pritzker is allowing for Fairview Heights Public Library to make a localized finding that it is not practical, prudent or safe to meet in person on April 21, 2022. This is based on the fact that COVID numbers are rising. In accordance with 5ILCS120/7(e), this meeting will follow the rules and procedures contained within for this virtual meeting.

I. OPENING OF MEETING

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

B. *ROLL CALL:*

Present: (Virtual) Pat Baeske

Present: (On site) Don Baden, Carolyn Clark, Bill Poletti, Karie Sheils, Deborah Smith, Linda Spencer, Jill Pifer, *Library Director*

Absent: Rochelle Hobson

C. Additions to Agenda (For Discussion Only)

- Ductz Reimbursement – Check for reimbursement received from the Illinois State Library fulfilling the grant obligation.
- Staff Luncheon – Appreciation from staff.
- Friends Luncheon – 26 expected to attend

II. CONSENT AGENDA

A. Approval of the March 17, 2022 Board Meeting Minutes

Minutes #1 (Bill Poletti/Deborah Smith) Approve the March 17, 2022 Library Board Minutes.

Roll Call Vote: Don Baden yes; Pat Baeske yes; Carolyn Clark yes; Bill Poletti yes; Karie Sheils;yes Deborah Smith yes; Linda Spencer yes. **MOTION PASSED**

B. Library Director's Report (J. Pifer) Written Report
Discussion about acquisitions of print materials (Adult and Children)

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

Motion# 2 (Bill Poletti/Deborah Smith) 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. **MOTION PASSED**

IV. COMMUNICATION AND CORRESPONDENCE

Thank You Card from the Library Staff in appreciation of luncheon.

V. CITIZENS' COMMENTS (None)

VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT (None)

VII. STANDING COMMITTEES

A. FINANCE (Karie Sheils) NONE

B. PERSONNEL (Karie Sheils)

Personnel Committee approved minutes of the April 1, 2022 and April 13, 2022 committee meetings.

Motion by committee Carolyn Clark /Linda Spencer APPROVED

C. POLICY (Deborah Smith) NONE

VIII. SPECIAL COMMITTEES (NONE)

IX. BUSINESS

A. Discussion on statement of economic interest

An inquiry to board members completing the statement with any concerns about the reformed statement. No particular issues noted.

B. Discussion and vote on applicants to fill the vacant trustee position

Tabling this discussion before acting on the one retained applicant, Juanita Marie Bergman. Current applicant is still being considered but board requested to post and publicize the vacancy to yield potentially additional applicants.

C. Discussion and vote on changes to board committee appointments

Personnel: Carolyn Clark, *Chair*; Linda Spencer, vacant TBD, Rochelle Hobson(alternate).

Finance: Karie Sheils, *Chair*; Deborah Smith, vacant TBD, Bill Poletti (alternate)

Policy/Bylaws: Pat Baeske, *Chair*; Rochelle Hobson, Bill Poletti, Carolyn Clark (alternate)

President is ex-officio on all committees.

D. Discussion and vote on staff in-service day on 4/29/22. Library hours of service limited to 1pm-5pm.

Motion #3 (Karie Sheils/Bill Poletti) Approve in-service day on April 29, 2022 with library hours of service limited to 1:00 p.m. – 5:00 p.m.

Roll Call Vote: Don Baden yes; Pat Baeske present; Carolyn Clark yes; Bill Poletti yes; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes; Linda Spencer yes. **MOTION PASSED**

E. Discussion on Elevate Fairview Heights Survey

Overview of the '*Elevate Fairview Heights Survey*' provided by Tom Faulkner.

F. Discussion on continuing remote meeting attendance

In consideration of the current state mandate, continuation of remote meeting attendance for library board meetings will continue to be made available.

G. Discussion and vote on changes to youth services assistant job description

Motion #4 (Deborah Smith/Karie Sheils) Approve changes to youth services assistant job description to Marketing and Programs Coordinator.

Amended Motion #4 (Deborah Smith/Karie Sheils) Approve changes to youth services assistant job description to Marketing and Programs Coordinator Clerk 3.

Roll Call Vote: Don Baden yes; Pat Baeske present; Carolyn Clark yes; Bill Poletti yes; Karie Sheils;yes Deborah Smith yes; Linda Spencer yes; Linda Spencer yes. **MOTION PASSED**

Motion #5 (Bill Poletti/Karie Sheild) Amend Motion #4 to modify position as Marketing and Programs Coordinator Clerk 3.

Roll Call Vote: Don Baden yes; Pat Baeske present; Carolyn Clark yes; Bill Poletti yes; Karie Sheils;yes Deborah Smith yes; Linda Spencer yes; Linda Spencer yes. **MOTION PASSED**

H. Discussion and vote on library director performance review.

Table item

Re: Union Contracts for all directors is under review by the city.

X. Closed Session : Call for an Executive Closed session to discuss personnel per 5ILCS120/2©(1) NONE

XI. Adjournment 8:46 p.m. CONSENSUS

Topics for future consideration:

Library Director Performance Review

Respectfully submitted,

Linda A. Spencer, Secretary