

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

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 with the otherwise required quorum present at the meeting place. 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 September 15, 2022. The Library Board meeting was available for remote attendance and accessible via conference call. Phone Number: 312-626-6799 Zoom Meeting Id: 833 7806 4712

Board of Trustees

Minutes of September 15, 2022, Regular Meeting

I. OPENING OF MEETING

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

Oath administered to new board trustee, Donna Bullock by Library Board Secretary, Linda Spencer.

B. ROLL CALL

Present: (Virtual) Bill Poletti (7:16 p.m.)

Present: (On site) Don Baden, Pat Baeske, Donna Bullock, Rochelle Hobson, Karie Sheils, Linda Spencer

Jill Pifer, *Library Director*

Absent: Carolyn Clark, Deborah Smith

C. Additions to Agenda (For Discussion Only)

- Public Works Department looking into building concern with the front door of the library.
- Carpeting in children's area to begin on Tuesday, September 20, 2022.

II. CONSENT AGENDA

A. Approval of the August 18, 2022 Board Meeting Minutes

Motion #1 Approve the August 18, 2022 Board Meeting Minutes. (Karie Sheils/Rochelle Hobson).

Roll Call Vote:

Don Baden yes; Pat Baeske yes; Donna Bullock abstain; Rochelle Hobson yes; Karie Sheils yes; Linda Spencer yes. Motion Carried

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

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

Motion# 2 (Karie Sheils/Pat Baeske) Approve all financial statements, reports and bill list.

Roll Call Vote:

Don Baden yes; Pat Baeske yes; Donna Bullock abstain; Rochelle Hobson yes; Karie Sheils yes; Linda Spencer yes. Motion Carried

COMMUNICATION AND CORRESPONDENCE

IV. CITIZENS' COMMENTS

V. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT (J. Pifer)No Report

VI. STANDING COMMITTEES

A. FINANCE (Karie Sheils) No report

B. PERSONNEL (Carolyn Clark) Approve minutes of 7/15/22 meeting.
Personnel committee approved minutes of their July 15, 2022 meeting.

C. POLICY (Pat Baeske) No report

VII. SPECIAL COMMITTEES (None)

VIII. BUSINESS

A. Introduction to our new board member, Donna Bullock.

Donna Bullock provided a brief background of her work experiences and interests.

B. Update on the status of open union positions at the library.

Interview process has begun for the open union position at the library.
An observation was made of the potential impact to the budget with replacement of positions.

C. Discussion and vote on the Head of Circulation job description.

Basically, language and grammatical usage edits were made without any major changes.

Motion #3 (Bill Poletti/Karie Shiels) Approve updates of job description to Head of Circulation.

Roll Call Vote:

Don Baden yes; Pat Baeske yes; Donna Bullock yes; Rochelle Hobson yes; Bill Poletti yes; Karie Sheils yes; Linda Spencer yes. Motion Carried

D. Discussion on Per Capita grant requirements (Ch. 3,4,6)

The board reviewed Chapter 3 (Personnel), Chapter 4 (Access) and Chapter 6 (Safety). Areas reflecting recent improvement or changes within the library germane to these standards were:

Creation of space for the teen area

Libby feature and usage

Weeding of reference books

Targeting for AED training

Update on contact list

Training for new hires

E. Discussion and vote on funds required to update electrical outlets in teen area.

Item was tabled from August 18, 2022 board meeting. Determination has been made that it is out of the scope for public works department and pursuit of a professional electrician should continue.

Motion #4 (Karie Sheils/Rochelle Hobson) Approve no more than \$2,000.00 from library funds to replace electrical outlets in the teen area.

Don Baden yes; Pat Baeske yes; Donna Bullock yes; Rochelle Hobson yes;
Bill Poletti yes; Karie Sheils yes; Linda Spencer yes. Motion Carried.

IX. Closed Session NONE**X. Adjournment 8:10 CONSENSUS****Topics for future consideration:**

Finance Committee

Respectfully submitted,

Linda A. Spencer, Secretary