

FAIRVIEW HEIGHTS PUBLIC LIBRARY
10017 Bunkum Road
Fairview Hts., IL 62208

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 Novb. 17, 2022. The Library Board meeting was available for remote attendance and accessible via conference call. Phone Number: 312-626-6799 Zoom Meeting Id: 818 4647 5376

Board of Trustees

Minutes of November 17, 2022 Regular Meeting

I. OPENING OF MEETING

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

B. ROLL CALL

Present: (On site) Don Baden, Pat Baeske, Donna Bullock, Karie Sheils, Carolyn Clark, Bill Poletti, Deborah Smith
 Jill Pifer, *Library Director*
Absent: Linda Spencer, Rochelle Hobson

C, Additions to Agenda (For Discussion Only)

- Library will be open for full service on Fridays starting 11/18/22
- The new full-time Head of Circulation, Kendra Tucker, was at the meeting and introduced to the Library Board.
- The FY2023/24 library levy was submitted to the City on 10/31/22. At the 11/15/22 City Council meeting the levy was approved and abated by City Council.

II. CONSENT AGENDA

A. Approval of the October 20, 2022 Board Meeting Minutes

Motion #1 (Bill Poletti/Pat Baeske) Approve library board meeting minutes of October 20, 2022. Motion Passed 7 yes - 0 no

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

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

Motion# 2 (Donna Bullock/Bill Poletti) Approve all financial statements, reports and bill list for November 2022. Motion Passed 7 yes - 0 no

Roll Call Vote:

Don Baden yes; Pat Baeske yes; Donna Bullock yes; Carolyn Clark yes; Bill Poletti yes; Karie Sheils yes; Deborah Smith yes.

IV. COMMUNICATION AND CORRESPONDENCE (None)

V. CITIZENS' COMMENTS (None)

VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT (J. Pifer)

VII. STANDING COMMITTEES

- A. FINANCE (Karie Sheils)
- B. PERSONNEL (Carolyn Clark) None
- C. POLICY (Pat Baeske) None

VIII. SPECIAL COMMITTEES (none)

IX. BUSINESS

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

Two internal applicants applied for the part time cataloging/circulation position. One was selected and hired with a start date to be determined. Primary focus will be on sustaining the circulation desk position before movement of staff in filling the cataloging/circulation position.

The part-time circulation desk position was posted with the union. It expires on 11/23/22. If no interested parties, it will be posted publicly with interviews most likely in December 2022.

With the filling of all open positions there is likeliness to restore normal library hours in 2023.

B. Discussion and vote on the 2023 Library Board meeting schedule.

A quick review of the dates showed no conflict with any dates the library was closed.

Motion #3 (Karie Sheils/Bill Poletti) Approve the proposed 2023 library board meeting schedule. Motion Passed 7 yes - 0 no

C. Discussion on Per Capita grant requirements Chapters 10, 11, 13

The team of Don Baden, Karie Sheils and Donna Bullock led discussion on the Illinois Library Standards Chapter 10, 11, 13.

D. Discussion on changing the operating hours of the library once staffing levels are normalized.

The board were receptive to changing library hours once staffing levels are at a level that it can be sustained. The library director will bring back more information in January on possible adjustments in library hours that will most likely result in moving up the opening time.

E. Discussion and vote on amending the Bylaws, Article 5, Section 9 regarding approval of library board agenda.

The topic was discussed at the request of the library director as the authority to approve library board agendas was in question by fellow board member Pat Baeske. After seeking legal advice, it was determined that this clarification would be warranted in the bylaws and proposed wording to amend the bylaws was brought forth. At the board meeting, this was discussed in more detail. It was

determined by the board that this amendment to the bylaws was not warranted and the following motion was put forth.

**Motion #4 (Pat Baeske/Bill Poletti) Table the amendment to the Bylaws,
Article 5, Section 9. Motion Passed 7 yes 0 no**

X. Closed Session:

XI. Adjournment 8:10 p.m.

Topics for future consideration:

Respectfully submitted,

Karie Sheils, Treasurer