

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 May 19, 2022. The Library Board meeting was available for remote attendance and accessible via conference call. Phone Number: 312-626-6799 Zoom Meeting Id: 832 9706 7156

Board of Trustees

Minutes of October 20, 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: (Virtual) Karie Sheils

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

C, Additions to Agenda (For Discussion Only)

Library Usage Comparison was presented by Linda Spencer to show the use the library receives.

II. CONSENT AGENDA

A. Approval of the September 15, 2022 Board Meeting Minutes

Motion #1 (Deborah Smith/Bill. Poletti) Approve library board meeting minutes of September 15, 2022. Motion Passed 9 yes - 0 no

Roll Call Vote:

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

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

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

Motion# 2 (Linda Spencer/Deborah Smith) Approve all financial statements, reports and bill list. Motion Passed 9 yes - 0 no

Roll Call Vote:

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

IV. COMMUNICATION AND CORRESPONDENCE (None)

V. CITIZENS' COMMENTS (None)

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

The Library System is in the initial phase of considering a material handler that would require rebarcoding the material in the collection. This is a very preliminary conversation but something to track how it progresses. There would be no expense to the library for the cost of the handler if implemented.

VII. STANDING COMMITTEES

A. FINANCE (Karie Sheils) Approve 10/6/22 Meeting

The finance committee approved minutes with necessary amendment to the 10/6/22 committee meeting.

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.

The full time position has been filled.

Two internal applicants applied for the part time cataloging/circulation position. Primary focus will be on sustaining the circulation desk position before movement of staff in filling the cataloging/circulation position.

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

B. Discussion on Per Capita grant requirements Chapters 7,8,9

The team of Linda Spencer, Bill Poletti and Carolyn Clark led discussion on the Illinois Library Standards Chapter 7, 8, 9.

C. Discussion and vote on allowing the Library Director to decide if closing the library is needed for the upgrade to the electrical outlet in the teen area.

Motion #3 (Bill Poletti/Don Baden) Permit the library director to establish hours of operation for the upgrade of the electrical outlets in the teen area.

Motion Passed 9 yes 0 no

Roll Call Vote:

Don Baden yes; Pat Baeske yes; Donna Bullock yes; Carolyn Clark yes;

Rochelle Hobson yes; Bill Poletti yes; Karie Sheils yes; Deborah Smith yes;

Linda Spencer yes.

D. Discussion and vote on the annual levy letter to be delivered to the City of Fairview Heights.

The revised levy letter reflects a 3% increase over previous proposed budget that was reviewed at the finance committee meeting.

Motion #4 (Deborah Smith/Carolyn Clark) Approve the submission of the levy letter to the City of Fairview Heights for the library's total financial requirement in the amount of \$ 815,000.00 for FY 2023 – 2024. Motion Passed 7 yes 2 no

Roll Call Vote:

Don Baden yes; Pat Baeske no; Donna Bullock yes; Carolyn Clark yes; Rochelle Hobson yes; Bill Poletti no; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes.

E. Discussion on proposed FY 22-23

The board reviewed the proposed FY 22-23 budget. The budget will return to the Finance Committee for further review prior to being voted on and approved by the library board.

F. Discussion and vote on funds for a staff appreciation holiday luncheon

Motion #5 (Bill Poletti/Linda Spencer) Allow expenditure of library board funds not to exceed \$200.00 for the staff appreciation holiday luncheon. Motion Passed 9 yes – 0 no

Roll Call Vote:

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

G. Discussion and vote on Library Director performance review and compensation from 2021.

Motion #6 (Bill Poletti/Pat Baeske) Approve a 2 % salary increase for the library director retroactive to January 1, 2022. Motion Failed 2 yes 6 no 1 abstain

Roll Call Vote:

Don Baden no; Pat Baeske yes; Donna Bullock abstain; Carolyn Clark no; Rochelle Hobson no; Bill Poletti yes; Karie Sheils no; Deborah Smith no; Linda Spencer no.

Motion #7 (Don Baden/Deborah Smith) Approve a 4 % salary increase for the library director retroactive to January 1, 2022.

Amended Motion (Pat Baeske/Bill Poletti) approve a 3% increase for the library director retroactive to January 1, 2022. Amended Motion Failed 3 yes 6 no

Roll Call Vote on amended motion:

Don Baden no; Pat Baeske yes; Donna Bullock no; Carolyn Clark no; Rochelle Hobson no; Bill Poletti yes; Karie Sheils no; Deborah Smith no; Linda Spencer yes.

Original Motion # 7 **Approve a 4 % salary increase for the library director retroactive to January 1, 2022. Motion Passed 6 yes 3 no**

Roll Call Vote:

Don Baden yes; Pat Baeske no; Donna Bullock yes; Carolyn Clark yes;
Rochelle Hobson yes; Bill Poletti no; Karie Sheils yes; Deborah Smith yes;
Linda Spencer no.

X. Closed Session:

XI. Adjournment 8:42 p.m.

Topics for future consideration:

Respectfully submitted,

Linda A. Spencer, Secretary