

FAIRVIEW HEIGHTS PUBLIC LIBRARY
Board of Trustees Meeting
February 16, 2023; 7:00 p.m.

The Library Board meeting was available for remote attendance and accessible via conference call Phone Number:312-626-6799; Zoom Meeting Id:861 0743 4180

I. OPENING OF MEETING

A. CALL TO ORDER: 7:00 p.m. Don Baden, *President*

B. ROLL CALL:

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

Absent: Karie Sheils

C. ADDITIONS TO AGENDA

- Black History Series Activity Guide available in the juvenile area
- Friends of the Library Book Sale: 3/17-20
- State Rep Katie Stuart program on Government Ethics: 4/3
- *Share the Love* promotion created by Ashlee W. to encourage use of library mobile app
- Feb 23, 2023 City Job Fair Library Director will be attending
- Peeps Diorama for Easter – This program will be returning in April
- Update on HVAC (Bill): \$50,000 requested by Public Works for their capital budget to upgrade boiler system at the library
- BLACK HISTORY MOMENT – 1ST African American Library Trustee – Linda Spencer

II. CONSENT AGENDA

A. Approval of January 19, 2023 Board Meeting

Motion#1 (Donna Bullock/Rochelle Hobson) Approve Minutes of Jan 19, 2023

Motion Passed by Consensus

B. LIBRARY DIRECTOR'S REPORT – Written Report

Black History program was highlighted.

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

Discussion on the option of financial institutions.

Motion #2 (Deborah Smith/Carolyn Clark) Approve all financial statements, reports and bills.

Roll Call Vote: Don Baden yes; Pat Baeske yes; Donna Bullock yes; Carolyn Clark yes; Rochelle Hobson yes; Bill Poletti yes; Deborah Smith yes; Linda Spencer yes.

MOTION PASSED: 8 yes 0 no

IV. COMMUNICATIONS AND CORRESPONDENCE (none)

V. CITIZENS' COMMENTS (none)

VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT (none)

VII. STANDING COMMITTEES

A. FINANCE (none)

B. PERSONNEL (none)

C. POLICY (none)

VIII. SPECIAL COMMITTEES (none)

IX. BUSINESS

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

Melissa Covarrubias, currently a circulation clerk at our library was hired for the part time marketing position but will not start until her position is filled. Her job title will be Coordinator of Marketing & Programs. One vacant position was posted with the union and due to expire on February 22, 2023. Public posting will commence at the city's job fair on February 23, 2023. One open part-time desk clerk remains open and will be the next position to be filled at which point we will be fully staffed.

B. Discussion and vote on amending the Bylaws "Article 5, Section 9 regarding approval of library board agendas.

The topic on Bylaws, Article 5, Section 9 was tabled at the November 17, 2022 board meeting. Consultation with the library attorney was sought for potentially altering the language. Pat Baeske offered an explanation on Roberts Rule of Order for the handling of tabled items.

Motion #3 (Pat Baeske/Bill Poletti) Refer a review of the Article V Section 9 to the policy committee. Motion Withdrawn

Motion #4 (Pat Baeske/Bill Poletti) Postpone the tabled item indefinitely on the topic of Article V Section 9. **Motion Passed by Consensus**

C. Discussion and vote on library closure for April 14, 2023 so staff can attend the REACHING FORWARD South Conference at the Regency in O'Fallon, IL

Discussion on mandatory attendance for staff who are assigned to work on Friday and optional attendance for those working on Saturday.

Motion #5 (Bill Poletti/Pat Baeske) Close library for all staff to attend the Reaching Forward South conference on April 14, 2023.

Amended Motion (Bill Poletti/Pat Baeske) Allow library to excuse staff for family conflicts or medical conflicts. **Amendment to Motion Approved by Consensus.**

Main Motion #5 Close library for all staff to attend the Reaching Forward Conference on April 14, 2023 with allowance to excuse staff that may have family conflicts or medical conflicts. **Motion Passed by Consensus**

D. Discussion on library director performance review and distribution of survey.

Karie Sheils has typically prepared the library director performance review survey using Survey Monkey. With the changes in library staff resulting in having less than a year on the job, it would be favorable to forego the staff component of the survey. The Personnel Committee will be getting together to meet and discuss the current questionnaire used by the board and will report back to the Full board at the March 2023 meeting.

E. Update on changing the operating hours of the library

Scheduling the operating hours of the library is pending until request of vacation hours is finalized. A tentative outlook for revamping the schedule is March 20, 2023.

X. Closed Session

XI. Adjournment 8:04 p.m. Consensus

Topics For Future Consideration

Respectfully submitted,

Linda A. Spencer, Secretary