

Amended Minutes
FAIRVIEW HEIGHTS PUBLIC LIBRARY
10017 Bunkum Road
Fairview Heights, IL 62208
fhpl@fhplibrary.org

Board of Trustees Meeting, August 17, 2023 @ 7:00 p.m.

- I. OPENING OF MEETING
 - A. CALL TO ORDER: Meeting called to order at 7:00 p.m. by Don Baden, *President*
 - B. ROLL CALL:
Present: Don Baden, Pat Baeske, Bill Poletti, Karie Sheils, Deborah Smith, Linda Spencer
Absent: Rochelle Hobson, Carolyn Clark, Donna Bullock
 - C. ADDITIONS TO AGENDA
Jill Pifer - Vacation Dates (August 28 – Sep 6, 2023)
Bill Poletti stated that Public Works Department are going out to bid on the A/C repair or replacement for the library building.
- II. CONSENT AGENDA
 - A. Approval of the June 15, 2023 Board meeting minutes.
Motion#1 (Bill Poletti/Deborah Smith) Approve minutes of June 15, 2023.
Motion Passed
 - B. LIBRARY DIRECTOR'S REPORT – Written Report
Highlights of the report included: Dollar General Grant, CDs, Per Capita Grant
ALA Presentation, Self Checkout , Webinar on AI. Collaboration Award (Jill)
- III. APPROVAL OF ALL FINANCIAL STATEMENTS, REPORTS AND BILL LIST:
Motion #2 (Karie Shiels/Deborah Smith) Approve all financial statements and reports.
**Roll Call Vote: Don Baden yes; Pat Baeske yes; Bill Poletti yes; Karie Sheils yes;
Deborah Smith yes; Linda Spencer yes.**
MOTION PASSED 6 yes 0 no
- IV. COMMUNICATIONS AND CORRESPONDENCE (none)
- V. CITIZENS' COMMENTS (none)
- VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT
Share finance committee currently dealing with restructure of formula for the SHARE ILS fees. There has been no increase for 4 years.
- VII. STANDING COMMITTEES
 - A. FINANCE (Karie Sheils)
 - B. PERSONNEL (none)
 - C. POLICY (Committee approved July 11, 2023 committee meeting minutes.)
- VIII. SPECIAL COMMITTEES (none)
- IX. BUSINESS
 - A. Meet and greet a library staff member
Staff members Melissa Covarrubias and Dama Hamilton shared work experiences as marketing director and cataloguer respectively.

B. Vote on slate of board officers

Don Baden expects to be moving from Fairview Heights in November, 2023 which will necessitate revisiting the elected position of officers.

**At the October 19, 2023 board meeting, these minutes were amended after a recording of the meeting reflected the action that had taken place on item B.

Motion (Linda Spencer/Pat Baeske): Amend the August 17, 2023 minutes under item IX- Business -B to approve the slate of board officers as presented.

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

MOTION PASSED 7 yes 0 no

Original Motion: (Bill Poletti/Pat Baeske) Motion to approve the slate of Board officers as presented. MOTION PASSED 6 YES 0 NO

C. Update on recent projects pending and completed at the library.

Following the attendance at the ALA conference several projects have been generated:

1. FVH Tribune collection (Newspaper.com) equipment will be shipped to us. Staff person Kendra Tucker has archiving experience and has worked with digitizing
2. ROKU Circulation (8)
3. Story Corps (September 14 – October 20, 2023)
4. Percussion Play
5. Newspaper Project (BND) 1900 - 2000 Digital Format (option of decade acquisition)

D. Discussion and review of Summer Reading Program

Exemplary programs instituted with overwhelming participation.

E. Discussion on vote changes to the Hotspot Lending Policy

Discussion included : Late Fees, Definition of a card in good standing; Updates to the replacement fee schedule; Verbiage regarding infractions, Renaming Hot Spot Patron Form.

Motion #3 (Pat Baeske/Deborah Smith) Add verbiage as edited. Motion Passed

F. Discussion on Per Capita Grant requirements Chapter 10, 11, & 13

Discussion on Chapter 10 (Programming), Chapter 11 (Youth/Young Adult Services) and Chapter 13 (Marketing, Promotion and Collaboration) were addressed.

Marketing and promotion issues have been enhanced with the hiring of Melissa to fulfill those responsibilities.

X. Closed Session

XI. Adjournment 8:18 p.m. CONSENSUS

Topics For Future Consideration

Submitted by,

Linda A. Spencer, Secretary