

FAIRVIEW HEIGHTS PUBLIC LIBRARY

10017 Bunkum Road  
Fairview Heights, IL 62208  
fhpl@fhplibrary.org  
Board of Trustees Meeting  
Minutes of September 21, 2023

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, Donna Bullock, Carolyn Clark, Rochelle Hobson, Karie Sheils, Deborah Smith, Linda Spencer

**Absent:** Bill Poletti

C. ADDITIONS TO AGENDA

- Furniture arrived for the adult reading area.
- HVAC bid Accepted by the City. Work to commence in approx 6 weeks
- Jill will be a speaker at the IHLS Member Day in October 2023
- The Library is receiving a grant from Ameren for \$2000. Money to be received by the end of 2023.

II. CONSENT AGENDA

A. Approval of the August 17, 2023 Board meeting minutes.

**Motion#1(Deborah Smith/Pat Baeske)** Approve the minutes from the August 17, 2023 board meeting. **Motion Passed**

B. LIBRARY DIRECTOR'S REPORT – Written Report

Highlights of Programs: (Launch of Roku devices, story times with FHPD, free Chromebooks, suggestion to include Story Walk)

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

**Motion #2 ( Karie Sheils/Deborah Smith)**Approve all financial statements and reports.

**Roll Call Vote:** Don Baden: yes; Pat Baeske yes; Donna Bullock: yes; Carolyn Clark: yes; Rochelle Hobson: yes; Karie Sheils: yes; Deborah Smith: yes; Linda Spencer: yes

**MOTION PASSED 8yes 0 no**

IV. COMMUNICATIONS AND CORRESPONDENCE (none)

V. CITIZENS' COMMENTS

Pat Baeske distributed literature on Emily Drabinski – President of ALA

VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT (none)

VII. STANDING COMMITTEES

A. FINANCE (Karie Sheils)

B. PERSONNEL (Carolyn Clark)

The Personnel Committee approved minutes from its September 19, 2023 meeting.

C. POLICY (Pat Baeske)

VIII. SPECIAL COMMITTEES (none)

IX. BUSINESS

A. Meet and greet a library staff member: DEBBIE TEMPLE

B. Vote on slate of board officers

Discussion about an election held at the August 17, 2023 meeting yet not reflected in the minutes. Pat Baeske mentioned that she would follow up with a review of the taping. Linda Spencer quoted the Open Meetings Act regarding public taping. The election of officers was held proceeding with nominations from the floor. Both Linda Spencer, Secretary and Karie Sheils, Treasurer were on the original slate of board officers that had been approved in August 2023.

Motion #3 (Don Baden) Elect slate of board officers **Motion Passed**

**Office of President**

- Bill Poletti (**nominated: Pat Baeske**)
- Deborah Smith (**nominated: Rochelle Hobson/Donna Bullock**)

A secret ballot was taken. Deborah Smith: 7 yes Bill Poletti 1 yes

**Office of Vice President**

Rochelle Hobson (**nominated: Carolyn Clark/Donna Bullock**)

An open ballot was taken. All in Favor.

**Office of Secretary**

Linda Spencer

An open ballot was taken. All in Favor.

**Office of Treasurer**

Karie Sheils

An open ballot was taken. All in Favor.

2023 -2024 Officers  
President – Deborah Smith  
Vice-President – Rochelle Hobson  
Secretary – Linda Spencer  
Treasurer – Karie Sheils

C. Discussion and vote on Food for Fines as a yearly campaign

Discussion included: Clarification on Non food items, January-April as optimum months to pursue. How do patrons find out?; Donate at any time to the pantry in the lobby.

**Motion #4** (Karie Sheils/Donna Bullock) Approve Food for Fines as annual program.  
**Motion Passed**

D. Discussion on Library Director performance review and compensation

The Library Director Performance form was last updated in 2018. The staff portion was excluded due to the high number of newly hired staff. The Personnel Committee reviewed the document and recommended accepting the form without any changes or editing. Karie Sheils agreed to proceed with distribution within a week to have results in time for the October 2023 board meeting.

E. Discussion on Per Capita Grant requirements Chapters 1-4

Discussion Leaders (Deborah Smith, Donna Bullock and Carolyn Clark)

CHAPTER 1 – CORE STANDARDS

\***Core 13** ( long range/strategic plan) identified concern for the library need.

CHAPTER 2 – GOVERNANCE AND ADMINISTRATION

\***Item 10** (Illinois and federal laws) revealed the library complies with appropriate Illinois and federal laws.

\***Item 13** (succession plan) revealed that there is no written plan but organization of documents easily accessible.

CHAPTER 3 – PERSONNEL

\***Standard #2** – Staffing levels are sufficient.

\***Standard #7** – annual evaluation conflicts with unionization; yet staff meetings are held to discuss goals.

CHAPTER 4 – ACCESS

\***Checklist 1**(long range/strategic plan) – the library is faced with changing trends that make it questionable to develop a plan; yet programming meets current trends.

\***Checklist 8** (signage) Street signage needs consideration.

\***Checklist 10** (Furnishings) The library recently acquired new furniture.

*Next month Discussion Leaders (Chapters 8, 9 & 12) : Linda Spencer and Pat Baeske*

X. Closed Session

XI. Adjournment 8:28 p.m. CONSENSUS

Topics For Future Consideration

Submitted by,

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Linda A. Spencer, Secretary