

FAIRVIEW HEIGHTS PUBLIC LIBRARY  
10017 Bunkum Road  
Fairview Heights, IL 62208  
fhpl@fhplibrary.org  
Board of Trustees Meeting  
Minutes of October 19, 2023

- I. OPENING OF MEETING
  - A. CALL TO ORDER: Meeting called to order at 7:06 p.m. by Deborah Smith, President.
  - B. ROLL CALL:  
**Present:** Pat Baeske, Donna Bullock, Carolyn Clark, Rochelle Hobson, Deborah Smith, Linda Spencer; (via Zoom) Bill Poletti, Jill Pifer, Library Director  
**Absent:** Karie Sheils
  - C. ADDITIONS TO AGENDA  
Needed repair to wallpaper in lobby.
- II. CONSENT AGENDA
  - A. Approval of the September 21, 2023 Board meeting minutes.  
**Motion#1 (Rochelle Hobson/Bill Poletti)** Approve the September 21, 2023 minutes with the clerical correction from review of Illinois Standard Chapters 5 -7 to Chapters 8, 9, and 12.  
**Roll Call Vote: MOTION PASSED 7 YES 0 No**  
Pat Baeske yes; Donna Bullock yes; Carolyn Clark yes; Rochelle Hobson yes;  
Bill Poletti yes; Deborah Smith yes; Linda Spencer yes.
  - B. LIBRARY DIRECTOR'S REPORT – Written Report  
Highlights of Programs: High participation of children and teen programs, Launch of Roku devices, Storytime with FHPD. Date of the Personnel committee meeting should be dated 9/19 not 10/19.
- III. APPROVAL OF ALL FINANCIAL STATEMENTS, REPORTS AND BILL LIST:  
**Motion #2 (Carolyn Clark/Pat Baeske)** Approve financial statements, reports and bill list.  
**Roll Call Vote: MOTION PASSED 7 YES 0 No**  
Pat Baeske yes; Donna Bullock yes; Carolyn Clark yes; Rochelle Hobson yes;  
Bill Poletti yes; Deborah Smith yes; Linda Spencer yes.
- IV. COMMUNICATIONS AND CORRESPONDENCE  
Wood River Library Appreciation  
Don Baden's Thank You Note
- V. CITIZENS' COMMENTS (None)
- VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT (none)
- VII. STANDING COMMITTEES
  - A. FINANCE (Karie Sheils)  
The Finance Committee voted to amend the minutes and then approved their minutes of October 11, 2023 meeting.
  - B. PERSONNEL (Carolyn Clark) NONE
  - C. POLICY (Pat Baeske) NONE

VIII. SPECIAL COMMITTEES (None)

IX. BUSINESS

- A. Discussion and vote on editing August 2023 library board minutes.  
A recording of the August 17, 2023 library board meeting was furnished by Pat Baeske that revealed an oversight of a motion reflecting a formal vote for election of officers.

**Motion #3 (Linda Spencer/Pat Baeske)** Amend the August 17, 2023 minutes to include under XI. *Business item B. Vote on slate of board officers* : Motion ( Bill Poletti/ Pat Baeske ) Approve the list of officers as presented.

**Roll Call Vote: MOTION PASSED 7 YES 0 No**

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

- B. Update on vacant library board seat  
A previous application has been submitted to the mayor for consideration.
- C. Discussion on the intention of the requirements concerning the PerCapita Grant  
The policy for *Review of Serving Our Public 4.0: Standards for Illinois Public Libraries* was presented to attain an understanding of expectations for the Library Director and the Board of Trustees. Notation was made that previous practices were acceptable in meeting the requirements.
- D. Discussion and vote on removing Don Baden from Library financial documents and adding Rochelle Hobson

The urgency for necessity of this action is to get documents in order with financial accounts.

**Motion #4 ( Bill Poletti/Donna Bullock)** Remove Don Baden and add Rochelle Hobson to the financial accounts of the library board held at First Mid Bank & Trust as well as and other financial accounts held by the library board.

**Roll Call Vote: MOTION PASSED 7 YES 0 No**

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

- E. Discussion and vote on the annual levy letter to be delivered to the City of Fairview Heights  
The annual levy letter was presented in representation of Estimated Tax Revune and Potential Levy Funds.

**Motion #5 (Carolyn Clark/Rochelle Hobson)** Approve the annual levy letter for delivery to the city of Fairview Heights.

**Roll Call Vote: MOTION PASSED 5 YES 2No**

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

- F. Discussion on proposed FY 24-25 budget  
The proposed FY 24-25 budget reflects an increase in subscriptions, particularly for newspapers and the *DVD Hoopla*, assumed salary increases, maintenance to equipment, and travel and meetings.

- G. Review library board committee assignments and make needed changes.

The Finance Committee will be restructured upon seating of the new board member in that Deborah Smith currently serves on the finance committee, while as president of the board is eligible to serve as ex-officio on all committees. No other changes to committee assignments were made.

H. Discussion on Per Capita Grant requirements Chapters 8, 9, 12

Linda Spencer and Pat Baeske were appointed as leaders of the review for chapters 8, 9, and 12 and had submitted items for discussion. Linda's report was addressed before halting the discussion to embrace Pat's questionnaire. Due to the lateness of the hour, item IX. *Business I. Discussion and vote on Library Director performance review and Compensation from 2022* was brought forward.

**Motion #6 (Rochelle Hobson/Donna Bullock)** Change the order of business to bring forth item IX. Business I.

**Roll Call Vote: MOTION PASSED 6YES 1 No**

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

I. Discussion and vote on Library Director performance review and compensation from 2022

Jill Pifer raised awareness of the positive comments and feedback reflected in the library director's performance review that warrants consideration for compensation of an increase. Union and city department director salary increases lends to providing an increase for the library director. Jill vacated the room at 8.42 p.m. for the library board members to have further discussion.

Discussion on the inequity of comparing the library director salary to a city department director ensued. Granting a 4 % increase that was retroactive to January 2022 was noted. Comparable compensation to local libraries has challenges. Services provided by the Fairview Heights Library exceed those of neighboring libraries where credit is to be given to the forward thinking of the library director.

(Note: Rochelle Hobson asked to be excused to leave for a prior commitment.) 9:06 p.m.)

**Motion #7 (Donna Bullock/Linda Spencer)** Approve a 4 % raise retroactive to January 2023 for the library director.

**Roll Call Vote: MOTION FAILED 2 YES 4 No**

Pat Baeske no; Donna Bullock yes; Carolyn Clark no; Bill Poletti no; Deborah Smith no; Linda Spencer yes.

**Motion #8 (Carolyn Clark/Deborah Smith)** Approve a 4.5% raise retroactive to January 2023 for the library director.

**Roll Call Vote: MOTION FAILED 3 YES 3 NO**

Pat Baeske no; Donna Bullock yes; Carolyn Clark yes; Bill Poletti no; Deborah Smith yes; Linda Spencer no.

**Motion #9 (Bill Poletti/Pat Baeske)** Table Item IX. Business I. Discussion and vote on Library Director performance review and compensation until the library board has reviewed the library performance survey.

**Roll Call Vote: MOTION PASSED 5 YES 1 NO**

Pat Baeske yes; Donna Bullock yes; Carolyn Clark no;

Bill Poletti yes; Deborah Smith yes; Linda Spencer yes.

**Motion #10 (Linda Spencer/Donna Bullock)** Table Item IX. Business H. Discussion on PerCapita Grant requirements Chapters 8, 9, and 12 until the next library board meeting.

**Roll Call Vote: MOTION PASSED 6 YES 0 NO**

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

Bill Poletti yes; Deborah Smith yes; Linda Spencer yes.

X. Closed Session

XI. Adjournment 9:24 p.m. CONSENSUS

Topics For Future Consideration

Submitted by,

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Linda A. Spencer, Secretary