

FAIRVIEW HEIGHTS PUBLIC LIBRARY  
10017 Bunkum Road  
Fairview Heights, IL 62208  
fhpl@fhplibrary.org  
Board of Trustees Meeting  
Minutes of November 16, 2023

I. OPENING OF MEETING

A. CALL TO ORDER: Meeting called to order at 7:02 p.m. by Deborah Smith, President

B. ROLL CALL:

**Present:** Pat Baeske, Donna Bullock, Carolyn Clark, Karie Sheils, Deborah Smith,

**Absent:** Bill Poletti, Rochelle Hobson, Linda Spencer

C. ADDITIONS TO AGENDA

- Reminder of the opportunity to review the new Trustee Training Portal.
- Black History Month program is booked for 2/28/24 @10am with The Black Rep. It will be at Pontiac Junior High and feature a play about Frankie Muse Freeman.
- Americorps has contacted us and we matched with a volunteer to provide tutoring services. More details to come on a start date.
- Legislative meet-up on 11/28/23 @ 8am at Sunset Hills Country Club. Please email Jill if you would like to attend so she can handle the registration and payment.

II. CONSENT AGENDA

A. Approval of the October 19, 2023 Board meeting minutes.

**Motion #1 (Donna Bullock/Deborah Smith)** Approve the minutes from the October 19, 2023 board meeting. **Motion Passed. 5yes 0 no**

B. LIBRARY DIRECTOR'S REPORT – Written Report

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

**Motion #2 (Karie Sheils/Carolyn Clark)** Approve all financial statements, reports and bill list for October 2023.

**Roll Call Vote:** Pat Baeske yes; Donna Bullock: yes; Carolyn Clark: yes; Karie Sheils: yes; Deborah Smith: yes;

**MOTION PASSED 5yes 0 no**

IV. COMMUNICATIONS AND CORRESPONDENCE (none)

V. CITIZENS' COMMENTS

We did have two residents in attendance to observe the meeting. They did not have any questions or comments.

VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT (none)

VII. STANDING COMMITTEES

A. FINANCE (Karie Sheils)

B. PERSONNEL (Carolyn Clark)

C. POLICY (Pat Baeske)

VIII. SPECIAL COMMITTEES (none)

IX. BUSINESS

- A. Discussion and vote on the 2024 Library Board meeting schedule.  
Discussion on whether the board should consider meeting in July which currently is a month with no meeting. It was determined that the past practice was still working with no negative issues resulting in not meeting in July.  
**Motion #3 (Donna Bullock/Carolyn Clark)** To approve the 2024 Library Board meeting schedule.  
**MOTION PASSED 5yes 0 no**
- B. Discussion and vote on funds for staff appreciation holiday luncheon  
The Library Director was requesting library board funds be used to have a holiday luncheon for the staff in December 2023. The amount being requested was \$250.00.  
**Motion #4 (Karie Sheils/Donna Bullock)** To approve up to \$250.00 of Library Board funds to be used for a staff holiday luncheon.  
**Roll Call Vote:** Pat Baeske yes; Donna Bullock: yes; Carolyn Clark: yes; Karie Sheils: yes; Deborah Smith: yes;  
**MOTION PASSED 5yes 0 no**
- C. Discussion and vote on closing the library for 2023 Christmas Eve and New Year's Eve  
The Library Director noted that in 2017 when 12/23 & 12/30 fell on a Saturday, the Library Board voted to close. The library would be operating under shortend hours on these days, 10am-2pm per the schedule of approved holidays, Christmas Eve and New Years Eve. It was noted that the City would, according to past practice, be closing early on 12/22/23 & 12/29/23 but no exact time of closure was known at the time of the November board meeting.  
**Motion #5 (Pat Baeske)** To align the 2023 holiday schedule for December 23 & 30, 2023 with the City union staff schedule  
**Motion failed to obtain a second**  
**Motion #6 (Deborah Smith/Donna Bullock)** Approve 2023 holiday schedule to close the library on December 23, 2023 and December 30, 2023.  
**MOTION PASSED 5yes 0 no**
- D. Discussion and vote on Regions credit card limit increase from \$2,500 to \$5,000 total for both credit cards held by the Library Director and Youth Services Manager.  
The Library Director noted that the Regions credit card has been at a \$2,500.00 max limit for over 13 years. This amount is no longer sufficient for the expenses the library is incurring. In order to increase the limit, Regions is requesting any increase be approved by the Library Board.  
**Motion #7 (Karie Sheils/Pat Baeske)** To approve an increase in the Regions credit card from \$2,500.00 to a total of \$5,000.00 that is held by the Library Director and the Youth Services Manager.  
**Roll Call Vote:** Pat Baeske yes; Donna Bullock: yes; Carolyn Clark: yes; Karie Sheils: yes; Deborah Smith: yes;  
**MOTION PASSED 5yes 0 no**

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

**Motion #8 (Pat Baeske/Donna Bullock)** To remove from the table the Library Director performance review and compensation discussion and vote.

**MOTION PASSED 5yes 0 no**

This business item was tabled at the October 2023 meeting. Member Baeske distributed a small handout listing what the percentage raises were for City Directors going back five years. This contrasted with the information on actual salaries that member Carolyn Clark obtained showing much larger increases.

**Motion #9 (Pat Baeske)** To award a 3% salary increase retroactive to May 1, 2023 for Jill Pifer, the Library Director.

**Motion failed to obtain a second**

**Motion #10 (Deborah Smith/Carolyn Clark)** Approve a 4.5% salary increase retroactive to January 1, 2023 for Jill Pifer, Library Director.

**Roll Call Vote:** Pat Baeske no; Donna Bullock: no; Carolyn Clark: yes; Karie Sheils: yes; Deborah Smith: yes;

**MOTION PASSED 3yes 2 no**

- F. Discussion on Per Capita Grant requirement Chapters 5-7

Chapters 5-7 cover Facilities, Safety and Collection Management. The Library Director referenced the previously distributed checklists for these chapters that had notations regarding whether the checklist item was met or not. Specifically, many of these items in Chapter 5 & 6 are handled by the City regarding maintenance and safety issues. It was noted that tornado shelter signage should be displayed. No comments or questions on the Collection Management checklist were made.

- G. Discussion on Per Capita Grant requirement Chapters 8, 9 & 12

**Motion #11 (Carolyn Clark/Deborah Smith)** To remove from the table the discussion on Chapters 8, 9, & 12.

**MOTION PASSED 5yes 0 no**

This business item was tabled at the October 2023 meeting. Chapters 8, 9 & 12 cover System Member Responsibilities, Reference & Readers Advisory Services and Technology. The Library Director referenced the previously distributed checklists for these chapters that had notations regarding whether the checklist item was met or not. The board commented that the notated checklists were very helpful in understanding where the library stood against the items on the checklist and requested in the future this practice is continued.

X. Closed Session

XI. Adjournment 8:04 p.m. CONSENSUS

Topics For Future Consideration

Submitted by,

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Karie Sheils, Treasurer