

FAIRVIEW HEIGHTS PUBLIC LIBRARY
10017 Bunkum Road
Fairview Heights, IL 62208
fhpl@fhplibrary.org
Board of Trustees Meeting
Minutes of January 18, 2024

I. OPENING OF MEETING

A. CALL TO ORDER: Meeting called to order at 7:03 p.m. by Deborah Smith, *President*
Swearing in of newly appointed trustee member, Jennifer Knepper.

B. ROLL CALL:

Present: Pat Baeske, Carolyn Clark, Rochelle Hobson, Jen Knepper, Karie Sheils, Linda Spencer, Bill Poletti (virtual), Deborah Smith, Jill Pifer, *Library Director*

Absent:: Donna Bullock

Citizen: Art Knepper

C. ADDITIONS TO AGENDA

- Art Lecture Series was a surprising success with forty in attendance.
- Alternative options will be investigated for the Summer Reading Club due to maternity leave starting in late May 2024 for the Youth Services Director.
- Mother to one of DND participants donated \$ 100.00 toward pizza to show her appreciation for the valuable service offered.
- Feb 29, 2024 - Virtual conversation with Adam Kinzinger
- Feb 8, 2024 - IHLS Member Day – Virtual Conference
- Fifteen participants in the Junior Builder (formerly LEGO club) today.

II. CONSENT AGENDA

A. Approval of the November 16, 2023 Board meeting minutes.

Motion#1 (Bill Poletti/Pat Baeske) Approve the November 16, 2023 Board meeting minutes.

Roll Call Vote: Pat Baeske yes; Carolyn Clark yes; Rochelle Hobson yes; Jen Knepper Abstain; Bill Poletti yes; Karie Sheils yes; Deborah Smith yes; Linda Spencer abstain.

Motion Passed: 6 Yes 2 Abstain 0 No

B. LIBRARY DIRECTOR'S REPORT – Written Report

Discussion on following (1) removal and purchasing of DVDs (2) Library System's change to a new library catalog vendor (3) inquire to status of the AWE computer (4) Neighborhood Science Library.

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

Correction on Bills to be Paid listing (November 1, 2023): Acct 426 Midwest Tape LLC should be \$2,500.00.

(Motion #2 (Karie Sheils/Bill Poletti) Approve financial statements, reports and bill list for the months of November 2023 and December 2023.

Roll Call Vote: Pat Baeske yes; Carolyn Clark yes; Rochelle Hobson yes; Jen Knepper yes; Bill Poletti yes; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes

Motion Passed: 8 Yes 0 No

IV. COMMUNICATIONS AND CORRESPONDENCE

Thank You from the Community Grant School Social!
An Appreciation Note from the library staff for pizza at holiday luncheon.

V. CITIZENS' COMMENTS (None)

VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT (none)

VII. STANDING COMMITTEES

- A. FINANCE (Karie Sheils) Committee approved the Tuesday, January 2, 2024 committee meeting minutes.
- B. PERSONNEL (Carolyn Clark) NONE
- C. POLICY (Pat Baeske) NONE

VIII. SPECIAL COMMITTEES (None)

IX. BUSINESS

- A. Discussion and vote on minor change to the Materials Selection Policy to make it compliant with IL P.A. 103-0100.

2 documents examined: (1) ALA American Library Association Library Bill of Rights (2) ALA Council Freedom to Read

Motion #3 (Karie Sheils/Jen Knepper) Approve the change to the Materials Selection Policy.

Roll Call Vote: Pat Baeske yes; Carolyn Clark yes; Rochelle Hobson yes; Jen Knepper yes; Bill Poletti yes; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes.

Motion Passed: 8 Yes 0 No

- B. Discussion and vote on the FY 2024-2025 proposed library budget.
Prior appropriations were underestimated: 426 Subscriptions, 480 Supplies, 320 Technical & Outside Services.

Motion #4 (Rochelle Hobson/Carolyn Clark) Approve revised proposed library budget.

Roll Call Vote: Pat Baeske Present; Carolyn Clark yes; Rochelle Hobson yes; Jen Knepper yes; Bill Poletti yes; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes

Motion Passed: 7 Yes 0 No 1 Present

- C. Discussion and vote on pursuing a credit card limited to \$5,000.00 total for both credit cards held by the Library Director and Youth Services Manager.
Current account with Regions at \$2,500 but limited to \$3,000.00.

Motion #5 (Bill Poletti/Pat Baeske) Approve pursuit of a credit card account that allows for a \$ 5,000.00 limit.

Roll Call Vote: Pat Baeske yes; Carolyn Clark yes; Rochelle Hobson yes; Jen Knepper yes; Bill Poletti yes; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes

Motion Passed: 8 Yes 0 No

D. Discussion and vote on library closure for April 19, 2024 so staff can attend the Reaching Forward South Conference in Collinsville, Illinois.

With the Reaching Forward South Conference being held on Friday, April 19, 2024, work schedule for staff will follow a similar process as handling for last year's conference that was held in O'Fallon, Illinois. There are no scheduling conflicts with the understanding of working on Saturday.

Motion #6 (Carolyn Clark/Jen Knepper) Approve library closure for staff to attend Reaching Forward South Conference on April 19, 2024.

Roll Call Vote: Pat Baeske Present; Carolyn Clark yes; Rochelle Hobson yes;

Jen Knepper yes; Bill Poletti yes; Karie Sheils yes; Deborah Smith yes;

Linda Spencer yes

Motion Passed: 8 Yes 0 No

X. Closed Session

XI. Adjournment 7:36 p.m. CONSENSUS

Topics For Future Consideration

Submitted by,

Linda A. Spencer, Secretary