

FAIRVIEW HEIGHTS PUBLIC LIBRARY  
10017 Bunkum Road  
Fairview Heights, IL 62208  
fhpl@fhplibrary.org  
Board of Trustees Meeting  
**Minutes of February 15, 2024**

I. OPENING OF MEETING

A. CALL TO ORDER: Meeting called to order at 7:00 p.m. by Deborah Smith, President.

B. ROLL CALL:

**Present:** Pat Baeske, Donna Bullock, Carolyn Clark, Rochelle Hobson, Jen Knepper, Bill Poletti, Karie Sheils, Deborah Smith, Linda Spencer, Jill Pifer, *Director*.

C. ADDITIONS TO AGENDA

- ILEAD Portal
- Feb 20 Black History Program – Franki Muse Freeman (St. Louis Black Repertory Touring Theatre @ Pontiac School.
- FVHP March Calendar of events
- Book Mark announcing March 16-18, 2024 Book Sale
- HOOPLA Subscription Increase due to usage
- Video Presentation of New Catalog Features on website
- New condensing unit for the library installed

II. CONSENT AGENDA

A. Approval of the January 18, 2024 Board meeting minutes.

**Motion#1 (Jen Knepper/Karie Sheils)** Approve January 18, 2024 board meeting minutes.

**Motion Passed**

B. LIBRARY DIRECTOR'S REPORT – Written Report

Comments made on the value and easy access to Libby.

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

**Motion #2 (Carolyn Clark/Deborah Smith)** Approve financial statements and reports.

**Roll Call Vote:**

Pat Baeske yes; Donna Bullock yes; Carolyn Clark, yes; Rochelle Hobson yes;

Jen Knepper yes; Bill Poletti yes; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes.

**Motion Passed\_ 9 yes 0 no**

IV. COMMUNICATIONS AND CORRESPONDENCE (NONE)

V. CITIZENS' COMMENTS (None)

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. Meet and greet a staff member. (Chelsea Bates)  
Chelsea spoke regarding her satisfaction and pleasure as a library worker at Fairview Heights Library.
- B. Discussion and vote on approval of board funds to purchase additional seating area. Discussion arose regarding additional seating where concerns of privacy and demand were questionable.  
**Motion #3 (Pat Baeske/Bill Poletti)** Delay action on approval of funds to purchase additional seating and bring back item for discussion as appropriate.  
**Motion Passed**
- C. Discussion on needed policy updates and additions: Social Media Policy and Fees & Fines  
Discussion ensued as to the need for updating parameters and guidelines for the social media policy. An additional policy change needs addressing and solidifying of fees and fines specific to waiving fees on juvenile material resulting in blocking of cards.  
Items have been deferred to the policy committee. Meeting TBD.
- D. Discussion on library director performance review and distribution of survey  
Normally scheduling of the director performance review is done at the beginning of the year but has been skewed until the end of the year. In lieu of delaying until the end of the year, the month of April will be targeted for distribution of the 2024 survey to both the board and staff. Karie Sheils agreed to handle the process of development and distribution of the survey.

X. Closed Session

XI. Adjournment 8:06 p.m. (Bill Poletti)

Topics For Future Consideration

Address fees for juvenile patrons who have transitioned as adult patrons.

Submitted by,

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Linda A. Spencer, Secretary