

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

I. OPENING OF MEETING

- A. CALL TO ORDER: Meeting called to order at 7:05 p.m. by Deborah Smith , *President*.

Due to severe thunderstorms on Thursday, 4/18/2024 that rolled in within 45 minutes of the board meeting start time and included tornado warnings and severe thunderstorm warnings, it was determined that it was in the best interest of all members attending to stay at home and hold the meeting via Zoom.

B. ROLL CALL:

Present via Zoom: Pat Baeske, Donna Bullock, Rochelle Hobson, Karie Sheils, Deborah Smith.

In Person: Jen Knepper, Jill Pifer, *Library Director*

Absent: Bill Poletti, Linda Spencer, Carolyn Clark

C. ADDITIONS TO AGENDA

There were no additions to the agenda

II. CONSENT AGENDA

- A. Approval of the March 21, 2024 Board meeting minutes.

Motion#1 (J. Knepper/P. Baeske) Approve the March 21, 2024 Board meeting minutes.

Roll call vote:

Pat Baeske yes; Donna Bullock yes; Deborah Smith yes; Rochelle Hobson yes;

Jen Knepper yes; Karie Sheils yes; **MOTION PASSED 6 yes 0 no**

- B. LIBRARY DIRECTOR'S REPORT – Written Report

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

Motion #2 (J. Knepper/K. Sheils) Approve financial statements and reports for March 2024.

Roll call vote:

Pat Baeske yes; Donna Bullock yes; Deborah Smith yes; Rochelle Hobson yes;

Jen Knepper yes; Karie Sheils yes; **MOTION PASSED 6 yes 0 no**

IV. COMMUNICATIONS AND CORRESPONDENCE (None)

V. CITIZENS' COMMENTS (None)

VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT

Reminder that the Reaching Forward South conference is on 4/19/24. The Library is closed and FHPL staff are attending. IHLS has several presentations at this event.

VII. STANDING COMMITTEES

- A. FINANCE (Karie Sheils) (None)
- B. PERSONNEL (Carolyn Clark) (None)
- C. POLICY (Pat Baeske)

Approval of minutes from the 4/9/24 meeting.

Motion #3: The committee members R. Hobson and P. Baeske approved minutes of 4/9/24 meeting.

VIII. SPECIAL COMMITTEES (None)

IX. BUSINESS

- A. Discussion and vote on proposal from Louer Facility Planning to provide interior design services for the library carpet project.

Yvette Paris from Louer Facility Planning joined the meeting via Zoom to discuss the proposal submitted for interior design services regarding carpet at the Library. Optional services also included were recommendations for upgrading lighting covers, 2 outdated lights at the circulation desk and resurfacing the circulation desk. Yvette clarified questions from Board members. The Library Director reminded the board that funds were moved in July 2023 to Illinois Funds to address carpeting needs at the Library. As well, a CD is set to roll on 4/30/24 that could be pulled and moved to Illinois Funds for additional funding that will be needed for the project.

Motion #4 (P. Baeske/D. Smith) To accept and approve the proposal by Louer Facility Planning for interior design services not to exceed \$8,500.00

Roll call vote:

Pat Baeske yes; Donna Bullock yes; Deborah Smith yes; Rochelle Hobson yes;
Jen Knepper yes; Karie Sheils yes; **MOTION PASSED 6 yes 0 no**

- B. Discussion and vote on proposed changes to the Fees & Fines and Price Guide policies
The Policy committee met on 4/9/24 and approved the suggested changes to the Fees & Fines and Price Guide policies with the recommendation the policies be moved to the full board for approval. The Library Director reviewed the changes needed with the full board regarding all policies presented.

Motion #5 (R. Hobson/D. Bullock) To accept and approve the changes made to the Fees & Fines and Price Guide policies as presented to the full Board.

Roll call vote:

Pat Baeske yes; Donna Bullock yes; Deborah Smith yes; Rochelle Hobson yes;
Jen Knepper yes; Karie Sheils yes; **MOTION PASSED 6 yes 0 no**

- C. Discussion and vote on proposed Social Media policy
The Policy committee met on 4/9/24 and approved the Social Media policy with the recommendation the policy be moved to the full board for approval. The Library Director reviewed the need for a Social Media policy with the full board as up to this point the Library did not have an active policy that covered social media.

Motion #6 (D. Bullock/ R. Hobson) To accept and approve the Social Media policy as presented to the full Board.

Roll call vote:

Pat Baeske yes; Donna Bullock yes; Deborah Smith yes; Rochelle Hobson yes;
Jen Knepper yes; Karie Sheils yes; **MOTION PASSED 6 yes 0 no**

D. Review of trustee appointments to expire May 2024

Library Director reviewed the Library Board terms that are set to expire May 2024: Carolyn Clark, Donna Bullock and Pat Baeske. Both Donna and Pat stated they would like to continue to serve on the board. The Library Director will reach out to Carolyn.

E. Discussion and vote on library director performance review.

Motion #7 (K. Sheils/ D. Smith) To postpone the Library Director performance review until the May 2024 meeting.

Roll call vote:

Pat Baeske yes; Donna Bullock yes; Deborah Smith yes; Rochelle Hobson yes;

Jen Knepper yes; Karie Sheils yes; **MOTION PASSED 6 yes 0 no**

X. Closed Session (None)

XI. Adjournment: (Deborah Smith) 7:47 P.M. CONSENSUS

Topics For Future Consideration:

Submitted by,

Jill Pifer, Library Director