

FAIRVIEW HEIGHTS PUBLIC LIBRARY
10017 Bunkum Road, Fairview Heights, IL 62208
fhpl@fhplibrary.org
Board of Trustees Meeting
Minutes of March 21, 2024

I. OPENING OF MEETING

A. CALL TO ORDER: Meeting called to order at 7:00 p.m. by Rochelle Hobson, *Vice President*.

B. ROLL CALL:

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

Absent: Deborah Smith, Jen Knepper

C. ADDITIONS TO AGENDA

Reminder to file Statement of Economic Interest

Change of Date for the Black History Program at Pontiac School to 2025.

II. CONSENT AGENDA

A. Approval of the February 15 2024 Board meeting minutes.

Motion#1 (Bill Poletti/Pat Baeske) Approve the February 15, 2024 Board meeting minutes. Motion Passed: CONSENSUS

B. LIBRARY DIRECTOR'S REPORT – Written Report

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

Motion #2 (Carolyn Clark/Bill Poletti) Approve financial statements and reports for March 2024.

Roll Call Vote: MOTION PASSED 7 yes 0 no

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

Bill Poletti yes; Karie Sheils yes; Linda Spencer yes. **MOTION PASSED 7 yes 0 no**

IV. COMMUNICATIONS AND CORRESPONDENCE

Erica Harriss, Illinois State Senator/56th District – Thank you for participation in the Valentines's for Seniors Card Drive. Library patrons contributed over 300 cards.

V. CITIZENS' COMMENTS (None)

VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT (None)

VII. STANDING COMMITTEES

A. FINANCE (Karie Sheils) (None)

B. PERSONNEL (Carolyn Clark) Approval of minutes from the 3/19/24 meeting.

The committee approved minutes of 3/19/24/ meeting.

C. POLICY (Pat Baeske)

Tentative meeting on April 9, 2024 at 1:30 p.m.

VIII. SPECIAL COMMITTEES (None)

IX. BUSINESS

A. Update on needed policy updates and additions: Social Media Policy and Fees & Fines.
Agenda and supportive materials will be sent to the committee prior to April 9, 2024.

B. Discussion and vote on closing the library on 4/8/24 from 1:30 – 2:30 p.m. to view the eclipse.

Motion# 3 (Karie Sheils/Donna Bullock) Close the library on 4/8/24 from 1:30 - 2:30 p.m. to view the eclipse. Motion Passed: CONSENSUS

C. Discussion and vote on approval of funds for Friends of the Library lunch (April 2024).

Motion #4 (Bill Poletti/Pat Baeske) Approve no more than \$300.00 of Library Board Funds for the Friends of the Library Lunch (April 26, 2024). Motion Passed: CONSENSUS

D. Discussion and vote on waiving charges on juvenile cards that no longer hold juvenile status.

Discussion: Research revealed approximately 42 cards estimating a \$2,500.00 of fees and fines on juvenile cards in which the patron is now an adult.

Motion #5 (Karie Sheils/Donna Bullock) Approve waiving charges on juvenile cards that no longer hold juvenile status.

Roll Call Vote: MOTION PASSED 6 yes 1 No

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

Bill Poletti no; Karie Sheils yes; Linda Spencer yes

E. Discussion and vote on upgrade to Programs & Marketing Coordinator position.

Motion #6 (Linda Spencer/Donna Bullock) Approve recommendation of the Personnel Committee.

Recommendation: Edit the proposal presented utilizing the feedback given which will come back to the Personnel committee for further review. **Motion Passed: CONSENSUS**

F. Update on library director's performance review and distribution of survey.

Google Form was sent on Wed. Mar 20, 2024. The scale changed from four to five.

Due date for submittal is April 9, 2024.

X. Closed Session

XI. Adjournment: (BILL POLETTI) 7:38 P.M. CONSENSUS

Topics For Future Consideration:

Submitted by,

Linda A. Spencer, Secretary