

FAIRVIEW HEIGHTS PUBLIC LIBRARY
10017 Bunkum Road
Fairview Heights, IL 62208
fhpl@fhplibrary.org Board of Trustees Meeting
Minutes of May 16, 2024 7:00pm

I. OPENING OF MEETING

A. CALL TO ORDER: Meeting called to order at 7:00 p.m. by Deborah Smith, *President*.
An amended agenda presented for order of business

B. ROLL CALL:

Present: Pat Baeske, Rochelle Hobson, Bill Poletti, Karie Sheils, Deborah Smith, Linda Spencer, Jill Pifer, *Library Director*.

Absent: Donna Bullock, Carolyn Clark, Jen Knepper

C. ADDITIONS TO AGENDA

II. CONSENT AGENDA

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

Motion#1 (Rochelle Hobson/Karie Sheils) Approve the April 18, 2024 Library Board meeting minutes. **Minutes approved by consensus.**

B. LIBRARY DIRECTOR'S REPORT – Written Report

Highlights of recent events: Eclipse Event held on library grounds, receipt of grant for STEM Kits for patrons, Staff 1st Amendment Rights Audit Training, and overcoming Shred Day hiccup due to double booking.

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

Discussion on the fiscal year beginning on May 1 thru April 30, 2024.

Percapita grant needs to be expended by June taken under advisement.

Motion #2 (Karie Sheils/Bill Poletti) Approve financial statements, reports and bill list for April 2024.

Roll Call: Pat Baeske yes; Rochelle Hobson yes; Bill Poletti yes; Karie Sheils yes;

Deborah Smith yes; Linda Spencer yes. **MOTION PASSED 6 YES 0 NO.**

IV. COMMUNICATIONS AND CORRESPONDENCE None

V. CITIZENS' COMMENTS (None)

VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT

Automated Material Handler Project could impact barcoding change. The IHLS board will vote in May 2024 and pending the outcome, this will affect our barcode placement on print materials.

VII. STANDING COMMITTEES

A. FINANCE (Karie Sheils) Approve minutes of 5/13/24 meeting
Committee approved minutes of 5/13/24 finance meeting.

- B. PERSONNEL (Carolyn Clark) None
- C. POLICY (Pat Baeske) None
- VIII. SPECIAL COMMITTEES (None)

IX. BUSINESS

A. Discussion on library agenda posting requirements per the Open Meetings Act

Consultation with lawyer confirmed measures taken for posting meetings have been followed.

B. Discussion and vote on moving a CD maturing on 7/2024 at Fidelity Investments to the Illinois Funds Money Market account.

Motion #3 (Rochelle Hobson/Karie Sheils) Approve the recommendation of the finance committee to move \$50,00.00 from the Fidelity Investment CD set to roll over in July 2024 and transfer it to the Illinois Funds money market account.

Roll Call: Pat Baeske yes; Rochelle Hobson yes; Bill Poletti yes; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes. **MOTION PASSED 6 YES 0 NO.**

C. Discussion and vote on the FY 23/24 State of Illinois 75 ILCS 5/4-10 report

Exhibit B, C, D, E, F

Motion #4 (Deborah Smith/Bill Poletti) Approve the FY 23/24 State of Illinois 75 ILCS 5/4-10 report.

Roll Call: Pat Baeske yes; Rochelle Hobson yes; Bill Poletti yes; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes. **MOTION PASSED 6 YES 0 NO.**

D. Discussion and vote on non-resident fee for FY 24/25. Written Document

Motion #5 (Bill Poletti/Rochelle Hobson) Approve the fee formula for the library's non-resident card to the amount of \$108.00 that reflects a \$3.00 increase for FY24/25.

Roll Call: Pat Baeske yes; Rochelle Hobson yes; Bill Poletti yes; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes. **MOTION PASSED 6 YES 0 NO.**

E. Discussion and vote on library director performance review.

Motion #6 (Deborah Smith/Karie Sheils) Move from tabled item.

Roll Call: Pat Baeske yes; Rochelle Hobson yes; Bill Poletti yes; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes. **MOTION PASSED 6 YES 0 NO.**

Karie Sheils offered a suggestion for Jill to render comments.

Summary of the library director's comments:

STAFF (very positive, appreciate leadership- collaborate staff ,work well together-overall).

TRUSTEE (very positive; troubling pointing to a certain issue> i.e. technological advancement; hiring of staff score in conflict with steadiness in hiring; cross training attempts are made.

Q. (Bill Poletti) Is there a union issue with cross training in specific job descriptions. i. e. cataloguing rate of pay. A. (Jill Pifer) Careful adherence to job description needs to be scrutinized.

Overall positive comments with addressing Strategic Planning in moving forward.

F. Discussion and vote on library director compensation.

Motion #7 Karie Sheils/Deborah Smith) Approve 4% salary increase for the library director effective May 1, 2024.

Primary Amendment (Pat Baeske/Bill Poletti) Amend motion to approve 3% salary increase for the library director effective May 1, 2024

Secondary Amendment (Karie Sheils/Deborah Smith) Amend primary amendment to approve 3 ½ % for the library director effective May 1, 2024.

Roll Call: Pat Baeske no; Rochelle Hobson yes; Bill Poletti no; Karie Sheils yes;
Deborah Smith yes; Linda Spencer yes. **MOTION PASSED 4 YES 2 NO.**

Motion # 8 (Pat Baeske/Bill Poletti) Approve amendment of original motion of 3 ½ % salary increase for the library director to 3%.

Roll Call: Pat Baeske yes; Rochelle Hobson no; Bill Poletti yes; Karie Sheils no;
Deborah Smith no; Linda Spencer no **MOTION FAILED 2 YES 4 NO.**

Motion #9 (Karie Sheils/Deborah Smith) Approve a salary increase of 3 ½ % for the library director effective May 1, 2024.

Roll Call: Pat Baeske no; Rochelle Hobson yes; Bill Poletti no; Karie Sheils yes;
Deborah Smith yes; Linda Spencer yes. **MOTION PASSED 4 YES 2 NO.**

III. Closed Session

IV. Adjournment: 8:35 p.m. CONSENSUS

Topics For Future Consideration:

Strategic Planning

Submitted by,

Linda A. Spencer, Secretary