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

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I. OPENING OF MEETING
  A. CALL TO ORDER: Meeting called to order at 7:05 p.m. by Deborah Smith, *President.*
  B. ROLL CALL:
  Present: Donna Bullock, Carolyn Clark, Rochelle Hobson, Karie Sheils, Deborah Smith, Jill Pifer, *Library Director*
  Absent: Jen Knepper, Bill Poletti, Linda Spencer, Pat Baeske
  C. ADDITIONS TO AGENDA
  Display case features articles celebrating the 50th anniversary of St. Clair Square.
  Library Director will be on vacation in late August and out for three weeks 9/20- 10/6 followed by the ILA conference in Peoria, IL from 10/7-11.

II. CONSENT AGENDA
  A. Approval of the June 20, 2024 board meeting minutes.
  Motion #1 (Karie Sheils/Donna Bullock) Approve the June 16, 2024 board meeting minutes. **Motion passed via consensus. 5 yeas, 0 nays**

  B. LIBRARY DIRECTOR'S REPORT – Written Report
  Several highlights were pointed out on the report regarding the barcode duplication process, statewide database access, Fidelity CD rollover, and additional Rokus added to the collection.

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

  Motion #2 (Karie Sheils/Rochelle Hobson) Approve all financial statements, reports and bills for June & July 2024
  Roll Call: Donna Bullock <u>yes</u>; Carolyn Clark <u>yes</u>; Rochelle Hobson, <u>yes</u>;
  Karie Sheils <u>yes</u>; Deborah Smith<u> yes</u>.
  <u>5 </u>yes <u>0</u> no MOTION PASSED

III. COMMUNICATIONS AND CORRESPONDENCE (None)

IV. CITIZENS' COMMENTS (None)

V. VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT

 I've been working with the project manager for the AMH project. The Library continues to demo a barcode duplicator and reporting issues with the process.

VII. STANDING COMMITTEES
  A. FINANCE (None)
  B. PERSONNEL **Motion #3 (Rochelle Hobson/ Donna Bullock)** Approve the minutes of the August 8, 2024 personnel committee meeting. Motion passed via consensus. 3 yeas, 0 nays
  C. POLICY (None)

VIII. SPECIAL COMMITTEES (None)

IX. BUSINESS

    A. Discussion and vote on slate of library board officers
        No discussion on changes.

Motion #4 (Carolyn Clark/Rochelle Hobson) To approve the slate of library board officers as presented. **Motion passed via consensus. 5 yeas, 0 nays**

B. Review of Summer Reading Program for 2024

The Library Director gave an update on how the summer reading programs and participation was for Summer 2024. The program was modified in 2024 regarding number of programs and while it affected the overall attendance at programs, actual participation in the reading challenges was down minimally, approx. 75 readers vs 2023. Programming numbers varied greatly in 2024. There were 4 programs and approx. 350 in attendance. In 2023 we had 8 times the number of programs and 3 times the attendance. The Youth Services Director was out on maternity leave over the summer.

C. Review of Per Capita checklists: Chapters 2-4, 6.

The board reviewed the checklists distributed in the packet. The issue of minimal signage for the library was discussed. The Library Director will meet with the Land Use Director to discuss specifications regarding a sign on Bunkum Rd.

D. Discussion and vote on proposal to transition the Marketing and Programs Coordinator to full-time

Discussion on the proposal ensued. It was agreed the proposal made the case for why the transition needs to happen with good supporting evidence and data metrics. Suggestions were given on how to gather programming feedback post programs as well as encourage support for library programs via donations. Overall support was positive.

Motion #5 (Rochelle Hobson/Carolyn Clark) To approve the proposal to transition the Marketing and Programs Coordinator to full-time as presented.
    Roll Call: Donna Bullock <u>yes</u>; Carolyn Clark <u>yes</u>; Rochelle Hobson, <u>yes</u>;
Karie Sheils <u>yes</u>; Deborah Smith <u>yes</u>.
<u>**5**</u> **yes** <u>**0**</u> **no MOTION PASSED**

X. Closed Session (None)
XI. Adjournment 7:45 p.m.**CONSENSUS**

Topics For Future Consideration

Submitted by,

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Karie A. Sheils, Treasurer