

# FAIRVIEW HEIGHTS PUBLIC LIBRARY

Board of Trustees

Minutes of November 21, 2024

## I. OPENING OF MEETING

Meeting called to order @ 7:00 p. m. by Deborah Smith, President

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

**Absent:** Linda Spencer

Additions to Agenda:

- Boiler work complete and tested at the Library
- Trust Fund Donation - \$ 2,500.00 (Helen Richter) has been received
- 6 months extension for temporary library employee approved by City Administration Committee
- Library Director distributed the SHARE ROI document highlighting value of our consortium structure
- Library Legislative meet-up on 12/9/24 at 8.30am Sunset Hills CC, Edwardsville. Email Library Director by 11/26 if want to attend

## II. CONSENT AGENDA

### A. Approval of October 17, 2024 Board Meeting Minutes

**Motion #1** (Bill Polletti/Carolyn Clark ) Approve minutes of October 17, 2024

**Motion Passed 8 YES; 0 NO**

### B. Library Directors Report (Highlights)

- Added new statistic to the Librarian Report: number of programs and attendance
- October a busy month with several large programs starting as well as outreach activities

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

**Motion #2** (Karie Sheils/Rochelle Hobson) Approve all financial statements, reports and bill list for October 2024.

**Roll Call Vote:** Pat Baeske yes; Carolyn Clark yes; Bill Poletti yes; Deborah Smith yes; Karie Sheils yes; Jen Knepper yes; Rochelle Hobson yes; Donna Bullock; yes.

**Motion Passed 8 YES; 0 NO**

## IV. COMMUNICATION AND CORRESPONDENCE

Library Director noted that a thank you had been sent to the trustee of the H. Richter trust for the donation.

## V. CITIZENS COMMENTS ( none)

## VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT

## VII. STANDING COMMITTEES

Finance met on 11/7/24 to discuss the levy documents and preliminary FY25-26 budget.

**Motion #3 (Karie Sheils/Donna Bullock ) Approve minutes of November 7, 2024 Motion Passed CONSENSUS**

## **VIII. SPECIAL COMMITTEES ( none )**

## **IX. BUSINESS**

### **A. Discussion and vote on library carpet project and needed flexibility regarding days to close the library for the project**

Library discussion granting the library director the leeway to close the library on needed days for carpet installation once the project moves through the bid phase and to selecting a vendor.

**Motion #4: (Bill Poletti/Donna Bullock)** To allow the Library Director at her discretion to close the library as needed for the carpeting project. **Motion Passed 8 YES; 0 NO**

### **B. Discussion and vote on the annual levy letter to be delivered to the City of Fairview Heights**

The annual levy letter was presented in representation of Estimated Tax Revenue and Potential Levy Funds.

**Motion #5 (Karie Sheils/Jen Knepper)** Approve the annual levy letter for delivery to the city of Fairview Heights.

**Roll Call Vote:** Pat Baeske present; Carolyn Clark yes; Bill Poletti abstain; Deborah Smith yes; Karie Sheils yes; Jen Knepper yes; Rochelle Hobson yes; Donna Bullock; yes. **Motion Passed 6 YES; 1 Present; 1 Abstain**

### **C. Discussion on proposed FY 25-26 budget.**

The board reviewed the proposed FY 25-26 budget. The budget will return to the Finance Committee for further review prior to being voted on and approved by the library board.

### **D. Discussion and vote on funds for a staff appreciation holiday luncheon**

The Library Director was requesting library board funds be used to have a holiday luncheon for the staff in December 2024. The amount being requested was \$250.00.

**Motion #6 (Donna Bullock/Bill Poletti)** To approve up to \$250.00 of Library Board funds to be used for a staff holiday luncheon.

**Roll Call Vote:** Pat Baeske yes; Carolyn Clark yes; Bill Poletti yes; Deborah Smith yes; Karie Sheils yes; Jen Knepper yes; Rochelle Hobson yes; Donna Bullock; yes. **Motion Passed 8 YES; 0 NO**

## **X. CLOSED SESSION**

## **XI. ADJOURNMENT 7:40 p.m. CONSENSUS**

**Respectfully submitted by,**

**Karie Sheils, Treasurer**