

FAIRVIEW HEIGHTS PUBLIC LIBRARY

Board of Trustees Regular Meeting

Minutes of February 20, 2025

I. OPENING OF MEETING

Meeting called to order at 7:06 p.m. by Deborah Smith, President

Present: Donna Bullock, Rochelle Hobson, Karie Sheils, Deborah Smith, Jill Pifer, *Library Director*; Ashlee Whitaker, *Asst Director/Youth Services*

Virtual: Pat Baeske

Absent: Linda Spencer, Carolyn Clark, Jen Knepper.

Arrived: 7.23pm Bill Poletti

At the start of the meeting there was not a quorum present in the room. Bill Poletti was in attendance at a City meeting and was arriving late to the library board meeting. The library board meeting commenced with discussion only items: Additions to the Agenda, Correspondence and the Librarian Report. At 7.23pm Bill Poletti arrived and the library board commenced with its regular business with a full quorum present in the room.

Additions to Agenda:

- The Marketing Microgrant was awarded to the library. We were informed on 2/12
- In April we will host as separate programs a: passport event, DMV event and document destruction event
- Our Dogman Party on 2/1 was a success but the canine we had scheduled for the event was unable to come.

II. CONSENT AGENDA

A. Approval of January 16, 2025 Board Meeting Minutes

Motion #1 (R. Hobson/D. Bullock) Approve January 16, 2025 Board Meeting Minutes.

6 yeas, 0 nays. APPROVED

B. Library Directors Report (Highlights)

- Stuffed Animal Sleepover
- Bright Star Theatre will be at Pontiac on 2/28 for the last of the Black History Month programs the library has been financially supporting at the schools
- Blood Pressure monitoring devices will be available for checkout at the library
- FHPL patron 2024 YTD savings: \$991,406.00. Does not include digital circs
- Scanning equipment for the newspaper scanning project arrived. Set-up and training is not complete.

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

Motion #2 (K. Sheils /B. Poletti) Approve financial statement, reports and bill list for January 2025.

Roll Call Vote: Pat Baske yes; Rochelle Hobson yes; Karie Sheils yes; Bill Poletti yes; Deborah Smith yes; Donna Bullock yes. **Motion Passed** 6 yes 0 no

IV. COMMUNICATION AND CORRESPONDENCE

- 4 letters were submitted and read:
 - The Violence Prevention Project thanked us for a donation of blankets which were the result of a blanket drive.
 - Two letters of thanks from patrons for the services staff provided. One was from an out of town visitor using the library for study purposes while visiting family. The other letter was a thank you from the daughter of a regular patron who suffers with dementia and whom we see weekly.
 - The fourth letter was a resignation letter from Jen Knepper to the board informing us she would be stepping down.

V. CITIZENS COMMENTS (none)

VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT (none)

VII. STANDING COMMITTEES

Finance Committee met on 12/18/24 to discuss and finalize the FY25-26 budget presented to the full board in January 2025.

Motion #3 (K. Sheils/D. Bullock) Approve minutes of December 18, 2024 Finance Committee
Motion Passed CONSENSUS

VIII. SPECIAL COMMITTEES (none)

IX. BUSINESS

A. Review the bids received for the library flooring replacement project on the upper level.

Discussion: The bid opening was completed on 2/18/25 at 2pm. Two responsive bids were received and read aloud for the Library Flooring Replacement Project. WWCS, Inc. was the low bid at \$37,485.00 and McCullough’s Flooring, \$40,598.00. A bid tabulation sheet was submitted to the library board. The Library Director relayed that McCullough’s Flooring has done previous work at the Library in 2020 as well as numerous projects at City Hall. McCullough’s work has always been high quality and the established relationship is positive. WWCS, Inc had no prior work at the City of Fairview Heights but the Library Director was able to locate clients from previous projects who spoke favorably of their work and the quality of the workmanship. The Library Director reminded the board that the RFP included wording allowing for the library board to “reserve the right to reject any and all proposals, to waive any inconsistencies or informalities and to select the bid that best meets the requirements of the project.”

B. Vote on the bid to be selected and approved for the library flooring replacement project

Motion #4 (K. Sheils/D. Bullock) To award the contract for the procurement and installation of carpet in the upper level of the library to McCulloughs Flooring.

Roll Call Vote: Pat Baske yes; Rochelle Hobson yes; Karie Sheils yes; Bill Poletti yes; Deborah Smith yes; Donna Bullock yes. **Motion Passed** 6 yes 0 no

C. Discussion on library grants that are federally funded.

Discussion: The Library Director discussed the level of impact a restriction in federal funds would have directly on the library as well as indirectly via its partners who support

and provide key library services. The Illinois State Library (ISL) receives 10% of its funding from the federal government via the Institute of Museums and Library Services. Most likely grants such as the Per Capita grant which are administered via the ISL would be affected. No other key parts of our library budget rely on federal funding. On an ancillary note, if our library system, IHLS, were to see a decrease in its funding from the ISL, this could impact delivery and the movement of materials throughout the state.

D. Discussion and vote on waiving past charges on juvenile cards that no longer hold juvenile status Discussion: Research revealed approximately \$300.00 of fees and fines on juvenile cards in which the patron is now an adult.

Motion #5 (B. Poletti/R. Hobson) Approve waiving past charges on juvenile cards that no longer hold juvenile status due to the age of the patron.

Roll Call Vote: Pat Baske yes; Rochelle Hobson yes; Karie Sheils yes; Bill Poletti yes; Deborah Smith yes; Donna Bullock yes. **Motion Passed** 6 yes 0 no

E. Discussion and vote on amending the Hotspot Lending policy by adding an Acceptable Use Provision (AUP) to comply with FCC guidelines

Discussion: An update to the Hotspot Lending policy was recommended per the Library Director to add an Acceptable Use Provision. This addition was recommended by the FCC (Federal Communications Commission) and will be required if we are to receive E-Rate funds for wi-fi hotspots that the library circulates to its patrons.

Motion #6 (K. Sheils/D. Bullock): Amend the Hotspot Lending policy by adding the Acceptable Use Provision presented to the Library Board.

6 yes, **0** nays. **APPROVED**

X. CLOSED SESSION

XI. ADJOURNMENT 7: 57 p. m.

Respectfully submitted by,

Karie Sheils, Treasurer