

FAIRVIEW HEIGHTS PUBLIC LIBRARY

Board of Trustees Regular Meeting

Minutes of January 16, 2025

I. OPENING OF MEETING

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

Present: Pat Baske, Carolyn Clark, Rochelle Hobson, Karie Sheils, Deborah Smith, Linda Spencer, Jill Pifer, *Library Director*

Absent: Donna Bullock, Jen Knepper, Bill Poletti

Additions to Agenda:

- December 2024 – Congrats to Pat Baeske for 65 years of marriage
- Kudos to Public Works and Parks ground crew in snow removal for city and library roads

II. CONSENT AGENDA

A. Approval of November 21, 2024 Board Meeting Minutes

Motion #1 (Carolyn Clark/Pat Baeske) Approve November 21, 2024 Board Meeting Minutes.

6 yeas, 0 nays. APPROVED

B. Library Directors Report (Highlights)

- Adult Reading Club ended and prizes awarded
- Performer's Showcase hosted by library
- Life-size Snow Globe in Lobby – early December
- New Year's Eve Noon Event (200+ attendees)
- Helen Richter Trust Fund Donation deposited
- IHLS Marketing Grant Written and submitted
- Newspaper Scanner expected to arrive in late January

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

Motion #2 (Rochelle Hobson/Karie Sheils) Approve financial statement, reports and bill list for November 2024 and December 2024.

Roll Call Vote: Pat Baske yes; Carolyn Clark yes; Rochelle Hobson yes; Karie Sheils yes;

Deborah Smith yes; Linda Spencer yes. **Motion Passed** 6 yes 0 no

IV. COMMUNICATION AND CORRESPONDENCE (none)

V. CITIZENS COMMENTS (none)

VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT (none)

VII. STANDING COMMITTEES

Due to the lack of committee members, the 12/18/24 Finance meeting minutes were not approved. Approval will be sought at the February 2025 board meeting.

VIII. SPECIAL COMMITTEES (none)

IX. BUSINESS

A. Update on the carpet bidding process.

The Library Director submitted a bid timeline for the board to review outlining the stages of the bidding process. A mandatory pre-bid meeting was held on 1/15/25 with all bids due Tuesday, February 18, 2025.

B. Discussion and vote on additional project and funds needed to update public computer floor outlets.

Discussion: Modification needed of original project scope to include updating and repairing two floor outlets and data lines in the same area. Use of Per Capita funds is prohibited due to the electrical element of workmanship.

Motion #3 (Karie Sheils/Carolyn Clark) Approve project funds to modify the scope of the project to include updating and repairing floor outlets and data lines.

Roll Call Vote: Pat Baske yes; Carolyn Clark yes; Rochelle Hobson yes; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes. **Motion Passed** 6 yes 0 no

C. Discussion and vote on the proposed FY 2025-2026 library budget.

Discussion: Proposed FY 25-26 budget was reviewed by the finance committee in December 2024 and moved to full board for review. Since last full board viewing of the budget in November 2024, some dollar amounts were decrease: audiobooks, copiers, and supplies.

Motion #4 (Karie Sheils/Rochelle Hobson) Approve proposed FY 2025-2026 library budget.

Roll Call Vote: Pat Baske Present; Carolyn Clark yes; Rochelle Hobson yes; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes. **Motion Passed** 5 yes 0 no 1 Present

D. Discussion and vote on library closure for April 4, 2025 to allow staff to attend the Reaching Forward South Conference in Effingham, IL.

Discussion: Survey results of staff interest to attend the Reaching Forward South Conference in Effingham were favorable. Excusable absences will be taken into consideration.

Motion #5 (Rochelle Hobson/Carolyn Clark) Approve library closure for April 4, 2024 to allow staff to attend the Reaching Forward South Conference in Effingham, IL.

Roll Call Vote: Pat Baske yes; Carolyn Clark yes; Rochelle Hobson yes; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes. **Motion Passed** 6 yes 0 no

E. Discuss metrics for collection utilization

Discussion: Feasibility of utilization of a metrics system for collection lends more to micro-managing potentiality and a low priority task befitting to library operation. Audio materials are dying resulting in slowing of purchase.

Q. (Carolyn) How useful is this information? **A.** Low priority

Q. Pat) Benefit of the hardbound books and if used in libraries? **A.** Recent SHARE report showed that 1.7 million items were shared in the consortium. 76 % of these were in person at a library. None of these were digital items. See library report distributed at the November 2024 meeting.

X. CLOSED SESSION

XI. ADJOURNMENT 7: 53 p. m.

Respectfully submitted by,

Linda Spencer, Secretary