

FAIRVIEW HEIGHTS PUBLIC LIBRARY
Board of Trustees Regular Meeting
Minutes of June 26, 2025
(Rescheduled from original meeting date of 6/18/2025.)

I. OPENING OF MEETING

Meeting called to order @ 7:02 p.m. by Deborah Smith, President

Present: Donna Bullock, Carolyn Clark, Laurinda Hardy, Karie Sheils, Deborah Smith, Linda Spencer

Absent: Rochelle Hobson, Bill Poletti

Additions to Agenda:

Parking Issue with fans attending baseball tournaments

II. CONSENT AGENDA

A. Approval of May 22, 2025 Library Board Meeting Minutes

Motion #1 (Karie Sheils/Carolyn Clark) Approve May 22, 2025 Library Board minutes.

Motion passed by consensus.

B. Library Directors Report (Written Report)

Highlights of Report: Carpeting; May Activities; Newsbank ; City Staff assistance with furniture; Friends donation of \$5,000

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

Discussion points: 1) beginning of the fiscal year 2) new grant pending 3) Per Capita grant spent.

Motion #2 (Karie Sheils/Donna Bullock) Approve all financial statements, reports and bill list.

Roll Call Vote: Donna Bullock yes; Carolyn Clark yes; Laurinda Hardy 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

A. Finance –

B. Personnel

C. Policy: Approve minutes of the 6/16/25 meeting (No quorum of committee members)

VIII. SPECIAL COMMITTEES (None)

IX. BUSINESS

A. Discussion on setting a slate of Library Board Officers for vote August 2025.

Current officers agreed to continue in the established positions:

Linda Spencer, *Secretary*; Karie Sheils, *Treasurer*; Donna Bullock *Vice-President*;

Deborah Smith, *President*;

B. Discussion and vote on Library Board Committees

Having spoken with Rochelle Hobson, Jill acknowledged her willingness to serve as the chair for the policy committee.

Motion #3 (Karie Sheils/Carolyn Clark) Approve the library board committee assignments as noted with Rochelle Hobson serving as chair of the policy committee.
Motion passed by consensus.

C. Update on water heater failure and water damage issues at the library.

Mechanical failure occurred on the water heater on June 7, 2025. Maintenance staff from the city assisted with the cleanup by utilizing shop vacs and placing industrial fans throughout the affected areas.

An insurance claim has been turned in although the coverage is doubtful. Obvious damage from the failure resulted in damage to the walls yellowing and buckling of the ceiling tiles and floors. Plans are in order for the City to reinstall a new water heater

D. Discussion and vote on Information Security Policy for PCI compliance.

Policy committee met to discuss parameters for PCI compliance that would impact the library. **Motion #4 ((Karie Sheils/Donna Bullock)** Table Information Security Policy for PCI compliance. **Motion passed by consensus.**

E. Discussion and vote on pursuing additional overhead lighting upgrade throughout library updates include troffers and lighting shields.

Discussion appealed to the value of upgrading the lighting system as more cosmetic than functional.

Motion #5 (Karie Sheils/Carolyn Clark) Forego pursuing additional overhead lighting and upgrade throughout the library. **Motion passed by consensus.**

F. Discussion and vote on moving CD maturing on 7/2025 at Fidelity Investments to the Illinois Funds Money Market account for continued renovation projects.

Renovation to the circulation desk has been delayed due to installation of carpeting, subsequent water heater failure and end of fiscal year reporting requirements. Additional funds will need to be transferred from the Fidelity CD account to complete the circulation desk renovation. At this time, no final plans have been Ok'd regarding the circulation desk. Once approved, the project will be a custom build project.

Motion # 6 (Karie Sheils/Donna Bullock) Renew the 7/2025 CD at Fidelity Investments in lieu of moving funds for renovation projects.

Roll Call Vote: Donna Bullock yes; Carolyn Clark yes; Laurinda Hardy yes; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes. **Motion Passed 6 yes 0 no**

X. CLOSED SESSION

XI. ADJOURNMENT 7:39 p.m.

Respectfully submitted by,

Linda Spencer, Secretary