

## **FAIRVIEW HEIGHTS PUBLIC LIBRARY**

### **Board of Trustees Regular Meeting**

Minutes of October 16, 2025

#### **I. OPENING OF MEETING**

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

**Present:** Donna Bullock, Laurinda Hardy, Patti Hopkins, Karie Sheils, Deborah Smith, Linda Spencer, Jill Pifer, *Library Director*; Melissa Covarrubias and Kendra Tucker, *Staff*

**Absent:** Carolyn Clark, Rochelle Hobson, Bill Poletti

#### **Additions to Agenda:**

Discussion on the Library Crawl program. 285 visitors to our library as of 10/16/25 which is more than our total last year.

#### **II. CONSENT AGENDA**

##### **A. Approval of September 18, 2025 Library Board Meeting Minutes**

**Motion #1 (Donna Bullock/Karie Sheils)** Approve the minutes of the September 18, 2025 library board meeting. **Motion Passed**

##### **B. Library Directors Report (Written Report)**

- Successful Events/Program: Touch a Truck and Passport Fair
- New Board Member: Patti Hopkins
- Completion of the lights above circulation desk.

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

**Motion #2 (Karie Sheils/Laurinda Hardy)** Approve all financial statements, reports and bill list.

**Roll Call Vote: 6 yes 0 no Motion Passed**

Donna Bullock yes; Laurinda Hardy yes; Patti Hopkins yes; Karie Sheils yes; Deborah Smith yes; Linda Spencer yes

#### **IV. COMMUNICATION AND CORRESPONDENCE (None)**

#### **V. CITIZENS COMMENTS (None)**

#### **VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT**

Free iLEAD trustee training materials (notebooks/ notepads/ clips)

#### **VII. STANDING COMMITTEES**

##### **A. Finance (Approve minutes 10/8/25)**

**(Karie Sheils/ Donna Bullock)** The Finance committee approved their minutes of 10/8/25

**Motion Passed**

##### **B. Personnel (None)**

##### **C. Policy (None)**

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

#### **IX. BUSINESS**

**A. Review and discuss 4 sections of the Illinois Public Library Standards using the Standard Chart provided: 1) Human Resources 2) Information Services 3) Marketing & Promotion 4) Programming**

Jill Pifer, Library Director and two staff members, Melissa Covarrubias and Kendra Tucker offered insights into the 4 four standards for review. Overall, the library meets most of the standards to the core or intermediate level with meeting a few at the advanced level. Kendra offered details on Information Services while Melissa touched on Programming and Marketing, and Promotion.

**B. Discussion and vote on the 2026 board meeting dates (Written Report)**

**Motion #3 (Karie Sheils/Donna Bullock)** Approve the 2026 meeting dates as presented.  
**Motion Passed**

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

Discussion on the Per Capita Grant being excluded from levy letter. Jill stated that those funds are not included for budgeting purposes but set aside for additional discretionary spending on essential services as they are presented in the Per Capita Grant application.

**Motion #4 (Donna Bullock/Karie Sheils)** Accept the proposed levy letter to be submitted to the City of Fairview Heights.

**Roll Call Vote: 6 yes 0 no Motion Passed**

Donna Bullock yes; Laurinda Hardy yes; Patti Hopkins yes; Karie Sheils yes;  
Deborah Smith yes; Linda Spencer yes

**D. Discussion on proposed FY 26-27 budget. (Written Report)**

Items reflecting an increase: Subscriptions: Professional Journals, Library Magazines, Reference Books/Data Bases, Newspapers; Maintenance to Equipment, Salaries per union contract raises. Some additional decreases in Technical and Outside Services expected in 2026 and 2027.

**E. Discussion and vote on moving all library board held funds to Associated Bank**

Discussion on First Mid Bank & Trust account being moved from public to a commercial status that encompassed additional monthly fees. Associated Bank offers a government fund type account with an effective management of fees and expenses.

**Motion #5 (Karie Sheils/Laurinda Hardy)** Move financial accounts held by the Fairview Heights Public Library from First Mid Bank & Trust to Associated Bank.

**Roll Call Vote: 6 yes 0 no Motion Passed**

Donna Bullock yes; Laurinda Hardy yes; Patti Hopkins yes; Karie Sheils yes;  
Deborah Smith yes; Linda Spencer yes

**X. CLOSED SESSION**

**XI. ADJOURNMENT 7:58 p.m.**

**Respectfully submitted by,**

**Linda Spencer, Secretary**