

FAIRVIEW HEIGHTS PUBLIC LIBRARY

Board of Trustees Regular Meeting

Minutes of November 20, 2025

I. OPENING OF MEETING

Meeting called to order @ 7:03 p.m. by Vice-President Donna Bullock

Present:, Laurinda Hardy, Patti Hopkins, Karie Sheils, Rochelle Hobson, Carolyn Clark, Jill Pifer,
Library Director,

Absent: Deborah Smith, Linda Spencer, Bill Poletti

Additions to Agenda:

Discussion on the library participation at the FH tree lighting as well as the Santa Parade at St. Clair Square. Library Crawl number wrapped up just shy of 500 participants. Bank accounts at First Mid Bank are closed and now open at Associated Bank.

II. CONSENT AGENDA

A. Approval of October 16, 2025 Library Board Meeting Minutes

Motion #1 (Patti Hopkins/Laurinda Hardy) Approve the minutes of the October 16, 2025 library board meeting. **6 yes 0 no Motion Passed**

B. Library Directors Report (Written Report)

- Working on updated graphic for the outdoor bookdrop
- Library participated in two community Halloween activities

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

Motion #2 (Karie Sheils/Carolyn Clark) 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; Rochelle Hobson yes;
Carolyn Clark yes

IV. COMMUNICATION AND CORRESPONDENCE (None)

V. CITIZENS COMMENTS (None)

VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT

Patti Hopkins and Jill Pifer attended the Legislative breakfast on 11/18 at Sunset Hills CC

VII. STANDING COMMITTEES

A. Finance (None)

B. Personnel (None)

Policy (Approve minutes 11/18/25) The Policy committee approved the minutes of 11/18/25 meeting. **(Rochelle Hobson/ Patti Hopkins) Motion Passed**

VIII. SPECIAL COMMITTEES (None)

IX. BUSINESS

- A. Review and discuss 4 sections of the Illinois Public Library Standards using the Standard Chart provided: 1) Finance & Budget 2) Governance & Administration 3) Safety & Emergency Preparedness 4) Technology**

Jill Pifer, Library Director 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.

B. Discussion and vote on compensation for library shelver

As of January 2020, the State of Illinois has been mandating a \$1.00 raise tied to an increase in the minimum wage in Illinois. This automatic increase ended 1/1/25. The library board has not needed to discuss compensation for the library shelver as the yearly increase in minimum wage took care of this. With no state mandated increase for 2026 it was again time for the library board to discuss compensation for the library shelver. It was determined a raise equivalent to what the staff and library director received would be given. The shelver's current compensation is \$15.00/hr.

Motion #3 (Karie Sheils/Rochelle Hobson) Approve \$15.75/hour for the library shelver effective May 1, 2026

Roll Call Vote: 6 yes 0 no Motion Passed

Donna Bullock yes; Laurinda Hardy yes; Patti Hopkins yes; Karie Sheils yes; Rochelle Hobson yes; Carolyn Clark yes

C. Discussion and vote on use of library funds for staff holiday luncheon

The Library Director requested library board funds be used to have a holiday luncheon for the staff in December 2025. The amount being requested was \$300.00.

Motion #4 (Rochelle Hobson/Carolyn Clark) Approve library funds not to exceed \$300.00 for staff holiday luncheon

Roll Call Vote: 6 yes 0 no Motion Passed

Donna Bullock yes; Laurinda Hardy yes; Patti Hopkins yes; Karie Sheils yes; Rochelle Hobson yes; Carolyn Clark yes

D. Discussion and vote on library closure 4/10/26 for staff to attend Reaching Forward South conference in O'Fallon, IL

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

Motion #5 (Karie Sheils/Carolyn Clark) Approve library closure for April 10, 2026 to allow staff to attend the Reaching Forward South Conference in O'Fallon, IL.

6 yes; 0 no Motion Passed

E. Discussion and vote on library holiday closures: 7/3/26, 12/26/26 & 1/2/27

Due to the day both 4th of July and the Christmas/NYE holidays fall, the City will be observing them on the Friday preceding with closures at City Hall. The board elected to allow the library and its staff to close on the Saturday as well.

Motion #6 (Carolyn Clark/ Rochelle Hobson) Approve library holiday closures as presented. 6 yes; 0 no Motion Passed

X. CLOSED SESSION

XI. ADJOURNMENT 7:43 p.m.

Respectfully submitted by,

Karie Sheils, Treasurer