FAIRVIEW HEIGHTS PUBLIC LIBRARY
Board of Trustees Regular Meeting
Minutes of August 20, 2026

I. OPENING OF MEETING

Meeting called to order @ 7:00 p.m. by Deborah Smith, President
Present: Carolyn Clark, Laurinda Hardy, Rochelle Hobson, Patti Hopkins, Bill Poletti, Karie Sheils, Deborah Smith, Linda Spencer, Jill Pifer, *Library Director.*
Absent: Donna Bullock
Guests: Ashlee Whitaker, Youth Services Manager; Yvette Paris, Louer Facility Planning

Additions to Agenda

- Patti Hopkins will start Mahjong classes in September on Tuesdays @ 2:00 p.m.
- Per Capita Grant check is deposited.
- Discussion in October on AI information.

II. CONSENT AGENDA

A. Approval of June 18, 2026 Library Board Meeting Minutes

Motion #1 (Karie Sheils/Bill Poletti) Approve June 18, 2026 Library Board minutes.
Motion Passed

B. Library Directors Report (Written Report)

Highlights:

- New Staff Member, Reilly Munsell
- Library Director, Jill Pifer was selected as a mentor for Director's University. This is a statewide continuing education program for new library directors.

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: Carolyn Clark **yes**; Laurinda Hardy **yes;** Rochelle Hobson **yes**; Pattie Hopkins **yes**; Bill Poletti **yes**; Karie Sheils **yes;** Deborah Smith **yes**; Linda Spencer **yes.**
Motion Passed

IV. COMMUNICATION AND CORRESPONDENCE

Library Staff assisted a homeless patron with securing housing documents.

V. CITIZENS COMMENTS (None)

VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT (None)

VII. STANDING COMMITTEES

A. Finance (Meeting TBD September or October to review the levy)
B. Personnel (none)
C. Policy

Committee approved minutes from the 6/29/26 meeting

VIII. SPECIAL COMMITTEES (None)

IX. BUSINESS

A. Circulation desk update: Discussion and vote on additional funds to contract with Louer Planning Services.

Additional funds of $11,000.00 required for hiring a project manager to handle the collaboration logistics with the desk fabrication vendor as well as the coordination of the circulation desk installment at the library. Yvette Paris**,** representative of Louer. Planning Services provided information on the coordination and management for installation services of the circulation desk.

Motion #3 (Rochelle Hobson/Carolyn Clark) Hire Louer Planning Services as the project manager for the circulation desk replacement project.

Roll Call: Carolyn Clark **yes**; Laurinda Hardy **yes;** Rochelle Hobson **yes**; Pattie Hopkins **yes**; Bill Poletti **yes**; Karie Sheils **yes;** Deborah Smith **yes**; Linda Spencer **yes.**
Motion Passed

B. Summer Reading Review.

Ashlee Whitaker, Youth Services Manager provided a detailed account of the summer reading program, *Plant a Seed, Read.* Some of the sponsors were:

- Friends of the Library
- St. Louis Cardinals
- Sky Zone
- St. Louis Zoo
- Target
- Barnes and Noble

C. Review of Illinois Public Library Standards: Programming, Technology, Safety.

1. PROGRAMMING
   - Standard 1 - limited interest in virtual or hybrid programs.
   - Meeting the mark on majority of the core standards
2. TECHNOLOGY

Lazerware is helpful with meeting standards to an intermediate/advance level.

3. EMERGENCY PREPAREDNESS
   - Goal to update manual
   - Panic button feature for future consideration

D. Vote on the slate of board officers as presented.

Motion #4 (Karie Sheils/Bill Poletti) Approve the slate of board officers**. Motion Passed**
President: Deborah Smith; Vice President: Donna Bullock; Treasurer: Karie Sheils; Secretary: Linda Spencer

E. Discussion and vote on the hours of operation policy.

Include Juneteenth Day- a federal holiday.

Motion #5 (Bill Poletti/Rochelle Hobson) Update policy as presented**. Motion Passed**

F. Discussion and vote on the communication information policy.
Motion #6 (Bill Poletti/ Carolyn Clark) Approve the updated *Community Information* policy as presented.
Motion Passed

G. Discussion and vote on the library cards policy.
Reference to Illinois Public Act 102-0843 "Non-Resident Cards for Kids" and Disabled Veterans library card services 35 ILCS 200/15-169.
Motion #7 (Bill Poletti/Carolyn Clark) Approve the updated Library Cards policy. As presented. **Motion Passed**

H. Discussion and vote on the public comments policy.
Motion #8 (Carolyn Clark/Bill Poletti) Approve the updated *Public Comments* policy**.**
Motion Passed

I. Discussion and vote on the notary public services policy.
Fairview Heights Public Library had no previous *Notary Public Services* policy.
Motion #9 (Bill Poletti/Rochelle Hobson) Approve Notary Public Services policy as presented. **Motion Passed**

X. CLOSED SESSION

Bill Poletti made the motion to go into Closed Session at 8.25pm pursuant to a legal matter. Rochelle Hobson seconded the motion. On a roll call vote Trustees voted:

Roll Call: Carolyn Clark **yes**; Laurinda Hardy **yes;** Rochelle Hobson **yes**; Pattie Hopkins **yes**; Bill Poletti **yes**; Karie Sheils **abstain;** Deborah Smith **yes**; Linda Spencer **no. Motion Passed 6 yes 1 abstain 1 no**

The board returned to general session at 8.49**.** There was no action taken from the closed session.

ADJOURNMENT 8:50 p.m. CONSENSUS

Respectfully submitted by,

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Linda Spencer, Secretary