FAIRVIEW HEIGHTS PUBLIC LIBRARY
Board of Trustees Regular Meeting
Minutes of September 17, 2026

I. OPENING OF MEETING

Meeting called to order @ 7:00 p.m. by Deborah Smith, *President*
Present: Donna Bullock, Carolyn Clark, Patti Hopkins, Karie Sheils, Linda Spencer, Deborah Smith, Jill Pifer, *Library Director*
Absent: Laurinda Hardy, Rochelle Hobson, Bill Poletti

Additions to Agenda

- Appreciation to Patti Hopkins for starting Mahjong classes.
- Starting Oct 1, 2026, the City of Fairview Heights will hold its council and committee meetings at the library during the city hall chamber renovations for approximately 3-4 months. Thursday St. Clair County Court will also be held at the library.

II. CONSENT AGENDA

A. Approval of August 20, 2026 Library Board Meeting Minutes
B. Approval of the August 20, 2026 Executive Session Minutes

The order of the agenda was modified.
Motion #1 (Deborah Smith/Karie Sheils) Table Item II. A. Approval of the regular session minutes of the August 20, 2026 Board meeting and Item II. B. Approval of the executive session minutes of August 20, 2026. **Motion Passed**

C. Library Directors Report (Written Report)
Highlights:

- Contract signed with Louer Facility Planning regarding the project management of the circulation desk replacement.
- 2 bidders for the circulation desk RFP attended the pre-bid mtg on 9/15
- PerCapita check was deposited.

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: Donna Bullock **yes**; Carolyn Clark **yes**; Patti Hopkins **yes**; Karie Sheils **yes**; Linda Spencer yes; Deborah Smith **yes. Motion Passed**

IV. COMMUNICATION AND CORRESPONDENCE (none)

V. CITIZENS COMMENTS (none)

VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT (none)

VII. STANDING COMMITTEES

A. Finance (Approve 9/11/26 Meeting Minutes)
Finance Committee approved its 9/11/26 meeting minutes.
B. Personnel (none)
C. Policy (none)

VIII. SPECIAL COMMITTEES (none)

IX. BUSINESS

A. Discussion of Open Meetings Act Requirements

Consultation with lawyer, Phil Lenzini concerning August closed meeting:

1. Legal citation should be noted on the agenda and also cited when motion is made to move into closed session.
2. Every closed session should have a verbatim recording
3. Discussion strayed away from the intent

Attorney General is interested in education versus punitive measures..
Recommendation: Open Meetings Act training for the Library Board
Summation from Phil Lenzini

> *The notice of the pre-trial hearing regarding the labor dispute could have been handled in an open session. It would have been preferable for the board member to speak with the board president about the matter to gain some clarity on the issue prior to the meeting.*

B. Discussion of Open Meetings Act training to be completed by 11/30/26

Library Attorney, Phil Lenzini recommended the full board complete online training of the Open Meetings Act via the Illinois Attorney General website. The Library Director will send an email that will include a link to the training as well as any needed instructions. It was requested that upon completion of the training that board members print out or send electronically their completion to the Library Director.

Motion #3 (Deborah Smith/Donna Bullock) Take from the table Motion #1. **Motion Passed**

Motion #4 (Karie Sheils/Patti Hopkins) Approve the regular meeting minutes of August 20, 2026**. Motion Passed**

Motion #5 (Karie Sheils/Patti Hopkins) Approve the change of the executive session minutes of August 20, 2026 to open session minutes. **Motion Passed**

C. Review of Illinois Public Library Standards: Access, Information Services, Buildings & Grounds

ACCESS standards are met. Policies have been updated to meet the *INFORMATION SERVICES* standards. With the city owning the building the *BUILDING & GROUNDS* standards are met in cooperation with the library board.

D. Discussion & vote on the annual levy letter to be delivered to the City of Fairview Heights

The attorney has reviewed the document, finding it to be sound**.**
Motion #6 (Karie Sheils/Donna Bullock) Approve the levy letter as presented.
Roll Call: Donna Bullock **yes**; Carolyn Clark **yes**; Patti Hopkins **yes**; Karie Sheils **yes**; Linda Spencer yes; Deborah Smith **yes. Motion Passed**

E. Discussion on the proposed FY 27-28 budget

The fiscal year ends in April (May – April 30). The budget reflects a 4.5% increase

F. Discussion and vote on authorizing the Library Director to initiate fund transfers between library board accounts at Associated Bank to maintain a higher APY. Motion #7 (Donna Bullock/Carolyn Clark) Approve transfer of funds to the money market to secure higher rate of interest when balance falls below $ 10,000.00. **Motion Passed**

Roll Call: Donna Bullock **yes**; Carolyn Clark **yes**; Patti Hopkins **yes**; Karie Sheils **yes**; Linda Spencer yes; Deborah Smith **yes.**

G. Discussion on completing the flooring in the staff room
Approximately $7,000.00 (Board Funds) will be needed to complete the flooring in the staff room. The Library Director will add this item to an upcoming agenda for discussion and vote.

ADJOURNMENT 7:55 p.m. CONSENSUS

Respectfully submitted by,

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Linda Spencer, Secretary