AGENDA
FAIRVIEW HEIGHTS PUBLIC LIBRARY
BOARD OF TRUSTEES
March 19, 2020 7:00 PM

I. OPENING OF MEETING
   A. CALL TO ORDER
   B. ROLL CALL
   C. ADDITIONS TO AGENDA (FOR DISCUSSION ONLY)

II. CONSENT AGENDA
   All items listed under this heading are considered routine by the Board and will be
   enacted by one motion. Detailed information on all items is included in your meeting
   packet. There will be no separate discussion of these items unless a Board member so
   requests, in which event the item will be removed from the consent agenda for discussion.
   A. APPROVAL OF MINUTES OF THE February 20, 2020  Board meeting
   B. LIBRARY DIRECTOR’S REPORT

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

IV. COMMUNICATION AND CORRESPONDENCE

V. CITIZENS’ COMMENTS: Members of the public are invited to speak to the Board of
   trustees. Please identify yourself when called upon. Comments are limited to (5) five
   minutes or less. In compliance with the Open Meetings Act, actions may not be taken on
   items not already on the agenda, but action may be deferred to a later Board meeting at the
   discretion of the Board.

VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT

VII. STANDING COMMITTEES
   A. FINANCE:
   B. PERSONNEL: mtg on 3/09/20, approve minutes
   C. POLICY:

VIII. SPECIAL COMMITTEES:

IX. BUSINESS
   A. Update, discussion and vote on plans presented by Lauer Facility Planning, as it
      pertains to the children’s reading nooks and carpeting projects
   B. Discussion and vote on a library pandemic response policy
   C. Discussion and vote on library cataloger job description and position details
   D. Discussion and vote on Youth Services job description and position details
   E. Discussion and vote on Circulation Clerk/Cataloger job description and position details
   F. Discussion and vote on Circulation Clerk job description and position details
   G. Discussion on personnel updates
   H. Discussion and vote for approval of funds to be used for National Library Worker Day 4/21/20
   I. Discussion and vote on approval of funds for Friends of the Library luncheon in April
   J. Review of trustee appointments to expire on 5/2020

X. Closed Session; Call for an Executive Closed Session to discuss personnel per 5 ILCS
   120/2(c)(1)

XI. Adjournment

Topics for future consideration: