FAIRVIEW HEIGHTS PUBLIC LIBRARY
Board of Trustees
Minutes of April 16, 2020 – Regular Meeting

I. OPENING OF MEETING
A. CALL TO ORDER
Meeting called to order: at 7:00 p.m. by Don Baden, President
Note: Due to the COVID-19 governmental restrictions an exemption was made to have full privileges for virtual attendance via ZOOM.

ROLL CALL Present: Don Baden, Rochelle Hobson, Laura Moats, Cassie Myers, Patti Olmo, Karie Sheils, Deborah Smith (7:24 p.m.), Linda Spencer, Cindy Tippit, Jill Pifer, Library Director

Additions to Agenda (For Discussion Only)
- Per Capita Requirement
- Board Reappointments Submitted
- Volunteer Dinner Rescheduled
- Windows
- Real ID
- City of Fairview Heights, IL Sales Tax Report (2013 – April 2020)

II. CONSENT AGENDA
A. Approval of Minutes from the March 19, 2020 Board Meeting
   Motion # 1 (Cassie Myers/Cindy Tippit) Approve minutes of March 19, 2020 Board Meeting) MOTION PASSED
B. Library Director’s Report (Written Report)

III. APPROVAL OF ALL FINANCIAL STATEMENTS, REPORTS AND BILL LIST
Motion# 2 (Laura Moats/Cassie Myers) Approve all financial statements, reports and bill list. MOTION PASSED

   Roll Call Vote: Don Baden yes; Rochelle Hobson yes; Laura Moats yes; Cassie Myers yes; Patti Olmo yes; Karie Sheils yes; Linda Spencer yes; Cindy Tippit yes

IV. COMMUNICATION AND CORRESPONDENCE (NONE)

V. CITIZENS’ COMMENTS (NONE)

VI. ILLINOIS HEARTLAND LIBRARY SYSTEM REPORT (Jill Pifer)
   Staff is working from home. The suspension of delivery is extended.

VII. STANDING COMMITTEES
A. FINANCE (Cindy Tippit) NONE
B. PERSONNEL (Laura Moats) NONE
C. POLICY (Deborah Smith) NONE

VIII. SPECIAL COMMITTEE (NONE)
IX. BUSINESS
A. **Update, discussion and vote on proposals by Louer Facility Planning, as it pertains to the children’s reading nooks and carpeting projects.**
Jane Louer, Louer Facility Planning President attended meeting for a question and answer session. Permission granted to move forward with the construction of the nook per the pre-approved budget of ~ $23,000.00. Board requested additional estimates for lighting, carpeting and signage.

B. **Discussion on library’s response and activities since closing to the public due to COVID-19.** Written Report
Essential staff retained: Dama Hamilton, Kasandra Noble and Erica Hinze

C. **Update on job description changes and update on the status of open positions.**
Motion #2 (Linda Spencer/Rochelle Hobson) Suspend discussion on library cataloguer description. **MOTION PASSED 7 – 2**

**Roll Call Vote:** Don Baden **no**; Rochelle Hobson **yes**; Laura Moats **yes**; Cassie Myers **yes**; Patti Olmo **no**; Karie Sheils **yes**; Deborah Smith **yes**; Linda Spencer **yes**; Cindy Tippit **yes**

D. **Update on the budget review process at the City and potential review of Library FY 2021 budget.**
Board requested a fact finding on the library’s cash reserve funds.

E. **Discussion on library director performance review.**
Board agreed to table the discussion on library director performance review for May21, 2020 meeting.

X. **CLOSED SESSION (NONE)**

XI. **ADJOURNMENT 8:45 p.m. CONSENSUS**

**Topics for future consideration:**

- Library Director Performance Review
- Children’s Library carpeting and nook lighting

Respectfully submitted,

Linda A. Spencer, Secretary