

**THE HAYNER PUBLIC LIBRARY DISTRICT
TRUSTEE MEETING MINUTES
JANUARY 22, 2015
MULTI-PURPOSE ROOM
132 ALTON SQUARE, ALTON, ILLINOIS 62002**

1. Opening of Meeting

A. Call to order

Mr. David Schmalbeck, Vice President, presided and called the meeting to order at 6:00 p.m.

B. Determination of a quorum

Members present:

Mr. David Schmalbeck	Vice President
Mr. Kevin Botterbush	Secretary
Mrs. Melissa Batchelor	Trustee
Mr. Kevin Chapel	Trustee
Ms. Mary Lou DeGrand Watson	Trustee

Member absent:

Mr. Dan St. Peters	President	Excused
Ms. Karen McAtee	Treasurer	Excused

Others present:

Ms. Bernadette Duvernoy	Executive Director – THPLD
Ms. Sue Hardin	CFO / Asst. Dir. of HR – THPLD

C. Recognition of visitors to the meeting

There were no visitors in attendance.

D. Approval of agenda and requested changes to consent items

A motion was made by Mrs. Batchelor, seconded by Mr. Botterbush, to approve the agenda. There were no changes to the consent items.

A roll call vote was taken:

Batchelor	Yes
Botterbush	Yes
Chapel	Yes
McAtee	Absent
St. Peters	Absent
Schmalbeck	Yes
Watson	Yes

Motion carried.

2. Open forum

Mr. Schmalbeck acknowledged that no “Request to be Heard” forms had been submitted.

3. Approval of Consent items

A motion was made by Mrs. Watson, seconded by Dr. Chapel, to approve the consent items as follows:

- A. Approval of the minutes of the regular meeting conducted on November 20, 2014;
- B. Approval of the bill lists for the periods ending November 7, 2014 and November 21, 2014, payable on the same dates;
- C. Approval of the bill lists for the periods ending December 5, 2014 and December 19, 2014, payable on the same dates;
- D. Approval of the Financial Statements for the months ending November 30, 2014 and December 31, 2014

A roll call vote was taken:

Batchelor	Yes
Botterbush	Yes
Chapel	Yes
McAtee	Absent
St. Peters	Absent
Schmalbeck	Yes
Watson	Yes

Motion carried.

4. Committees

A. Board Policy Development

No meeting; no report

B. Building & Equipment

No meeting; no report

C. Finance & Insurance

No meeting; no report

D. Personnel

No meeting; no report

E. Fund Raising

Ms. Duvernoy reported that the Fundraising Committee met on January 13. Over \$11,000 has been raised in cookbook sales (553 books sold). We have secured Marquette High School as the location for THPLD's inaugural Trivia Night, to be held on July 25. We are discussing the specifics, such as sponsorship, games, advertising and volunteers. Next meeting of the committee is February 12 at 3:45 p.m.

5. Operations Policy

A motion was made by Mrs. Batchelor, seconded by Dr. Chapel, to update the Operations Policy Manual to reflect changes made to replacement costs for cases for CD-ROMS, music CDs and DVDs. Remove audio and video cassette case costs.

A roll call vote was taken:

Batchelor	Yes
Botterbush	Yes
Chapel	Yes
McAtee	Absent
St. Peters	Absent
Schmalbeck	Yes
Watson	Yes

Motion carried.

6. Director's Report

In addition to the written report previously submitted, Ms. Duvernoy also briefly touched on the following topics:

- Open Trustee seats in the upcoming election (Watson and Tassinari have filed petitions);
- Retirement dinner for Stephanie Munson;
- Foresight Services report on the Hayner Building;
- Request for Building and Equipment Committee meeting;
- Rejection of our offer to renegotiate Alton Square lease agreement with Cassidy Turley.

7. General Discussion

Mrs. Watson has scheduled a meeting with the Personnel Committee to begin discussions related to the Executive Director's evaluation. The meeting will be held on Tuesday, February 3 at 5 p.m. Ms. Duvernoy would like to establish a committee to begin work on the Long Range Plan for the District. The current LRP is in effect through 2015.

8. Adjournment

There being no further business, the meeting was adjourned at 6:11 p.m.

Approved by THPLD board action on _____.

Kevin Botterbush, Secretary