

**THE HAYNER PUBLIC LIBRARY DISTRICT  
TRUSTEE MEETING MINUTES  
JUNE 25, 2015  
MULTI-PURPOSE ROOM  
132 ALTON SQUARE, ALTON, ILLINOIS 62002**

**1. Opening of Meeting**

A. Call to order

Mr. Kevin Botterbush, President, presided and called the meeting to order at 6:03 p.m.

B. Determination of a quorum

Members present:

Mr. Kevin Botterbush	President
Mrs. Melissa Batchelor	Secretary
Mr. Dan St. Peters	Trustee
Mrs. Mary Lou DeGrand Watson	Trustee

Members absent:

Mr. Kevin Chapel	Vice President	Excused
Mrs. Karen McAtee	Treasurer	Excused
Mr. Peter Tassinari	Trustee	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 Mr. St. Peters, seconded by Mrs. Batchelor, to approve the agenda. There were no changes to the consent items.

A roll call vote was taken:

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

Motion carried.

**2. Open forum**

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

**3. Approval of Consent items**

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

- A. Minutes of the regular meeting conducted on May 28, 2015;
- B. Bill lists for the periods ending May 8, 2015, and May 22, 2015, payable on the same dates;
- C. Financial Statements for the months ending May 31, 2015;
- D. Resolution to transfer unexpended General Fund cash to the Audit Fund and to the Building & Equipment Fund;
- E. Resolution to transfer Working Cash interest earnings to the Building & Equipment Fund;
- F. Resolution of the Determination of Prevailing Wage Rates;
- G. Resolution of Investment Policy Compliance;
- H. Resolution for sale of property.

A roll call vote was taken:

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

Motion carried.

#### 4. Committees

A. Board Policy Development

No meeting; no report

B. Building & Equipment

No meeting; no report

C. Finance & Insurance

All three members of the Finance and Insurance Committee were absent so Ms. Duvernoy presented the budget and insurance proposals as recommended by the committee. Andy Augustine met with the committee earlier this month to present his proposals for casualty, property, liability and Workers Comp insurance for FY 2016. The total cost of all policies will see a net increase of \$6,304 over FY 2015. This is mostly in the Workers Comp policy, which was not unexpected. Ms. Duvernoy then presented the General Fund budget, which showed an overall decrease of \$11, 182.16. The Finance and Insurance Committee found both proposals acceptable and recommends approval by the Board. Ms. Duvernoy anticipates 90% budget attainment for FY2015.

D. Personnel

No meeting; no report

E. Fund Raising

Mrs. Batchelor reported on the progress of Trivia Night and referenced the email she sent to the Board requesting more board support. She also reminded the board of the auction items that are still outstanding from some board members. Income from sponsorships to date is \$1400. The event is approaching quickly. Volunteers and players are also needed in order to make this a successful event for the library district.

F. Long Range Plan

No meeting; no report.

#### 5. Director's Report

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

- Replacement of globe lighting fixtures along State, 4<sup>th</sup> and Belle Streets;
- Annual audit scheduled to begin July 27;
- Letters complimenting the Genealogy staff from Germany and Oregon;
- Roof leak in our Performance Room at the mall;
- Status of the remodel / demolition of the Hudson Building.

#### 6. General Discussion

There was no additional general discussion.

**7. General Fund Budget**

A motion was made by Mrs. Watson, seconded by Mrs. Batchelor, to approved the FY 2015/2016 General Fund Budget as recommended by the Finance and Insurance Committee.

A roll call vote was taken:

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

Motion carried.

**8. Insurance**

A motion was made by Mr. St. Peters, seconded by Mrs. Batchelor, to approve casualty, liability and property insurances as recommended by the Finance and Insurance Committee.

A roll call vote was taken:

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

Motion carried.

**9. Adjournment**

There being no further business, the meeting was adjourned at 6:23 p.m.

Approved by THPLD board action on \_\_\_\_\_.

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Melissa Batchelor, Secretary