

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

**1. Opening of Meeting**

A. Call to order

Dr. Kevin Chapel, Vice President, presided and called the meeting to order at 6:00 p.m.

B. Determination of a quorum

Members present:

|                              |                |
|------------------------------|----------------|
| Dr. Kevin Chapel             | Vice President |
| Mrs. Melissa Batchelor       | Secretary      |
| Mrs. Karen McAtee            | Treasurer      |
| Mr. Dan St. Peters           | Trustee        |
| Mr. Peter Tassinari          | Trustee        |
| Mrs. Mary Lou DeGrand Watson | Trustee        |

Members absent:

|                      |           |         |
|----------------------|-----------|---------|
| Mr. Kevin Botterbush | President | Excused |
|----------------------|-----------|---------|

Others present:

|                         |                                |
|-------------------------|--------------------------------|
| Ms. Bernadette Duvernoy | Executive Director – THPLD     |
| Ms. Sue Hardin          | CFO / Asst. Dir. of HR – THPLD |
| Mr. Josh Andres         | Scheffel Boyle, CPA            |
| Mr. Steve Pembrook      | Scheffel Boyle, CPA            |

C. Recognition of visitors to the meeting

Dr. Chapel welcomed Mr. Andres and Mr. Pembrook to the meeting.

D. Approval of agenda and requested changes to consent items

A motion was made by Mrs. McAtee, 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 | Absent |
| Chapel     | Yes    |
| McAtee     | Yes    |
| St. Peters | Yes    |
| Tassinari  | Yes    |
| Watson     | Yes    |

Motion carried.

**2. Open forum**

Dr. Chapel acknowledged that no “Request to be Heard” forms had been submitted.

**3. Approval of Consent items**

A motion was made by Mr. St. Peters, seconded by Mrs. McAtee, to approve the consent items as follows:

- A. Minutes of the regular meeting conducted on September 24, 2015;
- B. Bill lists for the periods ending September 11, 2015, and September 25, 2015, payable on the same dates;
- C. Financial Statements for months ending June 30, 2015 (post-audit adjustments), July 31, 2015, August 31, 2015, and September 30, 2015.

A roll call vote was taken:

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

Motion carried.

**4. Audit Presentation**

Mr. Andres and Mr. Pembroke presented the results of the annual audit and summarized those results for the trustees. They reported an unqualified, clean opinion of the District’s financial statements. They discussed changes to the pension reporting

requirements that were effective this year. They thanked the staff for their preparation and cooperation through the audit process.

*Mr. Andres and Mr. Pembroke left the meeting at 6:24 p.m.*

**5. 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

No meeting; no report

F. Long Range Plan

No meeting; no report.

**6. Levy Ordinances**

A motion was made by Mrs. Batchelor, seconded by Mrs. Watson, to approve the following levy ordinances:

- 15-19 – Audit Fund
- 15-20 – Building & Equipment Fund
- 15-21 – General Fund
- 15-22 – Illinois Municipal Retirement Fund
- 15-23 – Insurance Fund
- 15-24 – Social Security Fund

A roll call vote was taken:

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

Motion carried.

**7. Director's Report**

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

- New text messaging app;
- Library card optical scanner prototype;
- Used book drop purchased for Downtown library;
- Security cameras for Downtown library.

Ms. Duvernoy further discussed Chapter 5 (Technology Plan) of *Standards for Illinois Public Libraries - Serving Our Public 3.0*. The Hayner Public Library District is compliant in all areas of our Technology Plan and ensures access to all members of our service community.

**8. General Discussion**

Mrs. McAtee initiated discussion about the need for monthly meetings. The trustees discussed certain duties that are governed by statute and the timeliness of budgeting and the appropriation/levy process. They decided the topic warranted further conversation in the new year.

**9. Adjournment**

There being no further business, the meeting was adjourned at 6:35 p.m.

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

\_\_\_\_\_  
Melissa Batchelor, Secretary