

**THE HAYNER PUBLIC LIBRARY DISTRICT
TRUSTEE MEETING MINUTES
NOVEMBER 16, 2017
ADMINISTRATIVE OFFICES
401 STATE STREET, ALTON, ILLINOIS 62002**

1. Opening of Meeting

A. Call to order

Mr. Kevin Botterbush, President, presided and called the meeting to order at 6:00 p.m.

B. Determination of a quorum

Members present:

Mr. Kevin Botterbush	President
Mr. Peter Tassinari	Vice President
Dr. Melissa Batchelor	Secretary
Ms. Kim Shoemaker	Trustee
Mr. Dan St. Peters	Trustee
Mrs. Mary Lou DeGrand Watson	Trustee

Members Absent:

Mrs. Karen McAtee	Treasurer	Excused
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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. Watson, seconded by Dr. Batchelor, to approve the agenda. There were no changes to the consent items.

A roll call vote was taken:

Batchelor	Yes
Botterbush	Yes
McAtee	Absent
St. Peters	Yes
Shoemaker	Yes
Tassinari	Yes
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 Mr. St. Peters, seconded by Mr. Tassinari, to approve the consent items as follows:

- A. Approval of the minutes of the regular meeting conducted on October 26, 2017;
- B. Approval of the bill lists for the periods ending October 6, 2017 and October 20, 2017 payable on the same dates;
- C. Approval of the Financial Statements for the months ending October 31, 2017, subject to audit.

A roll call vote was taken:

Batchelor	Yes
Botterbush	Yes
McAtee	Absent
St. Peters	Yes
Shoemaker	Yes
Tassinari	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

5. **Policy Ordinance**

A motion was made by Mrs. Watson, seconded by Ms. Shoemaker, to approve By-Laws Ordinance 17-21 for Fiscal Year 2018.

A roll call vote was taken:

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

Motion carried.

6. **Director's Report**

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

- High speed internet project completion;
- New door counters;
- Availability of Narcon packs for emergency use (expert consultant to present opportunities to Department Managers in January; full staff on Staff Development Day);
- Requirements for Per Capita Grant---staff and board will review Chapter 12 (Security) of *Standards for Illinois Public Libraries*; Board will review Chapters 1-5 of *Trustee Facts on File*;
- Open Meetings Act training has been completed;
- Mr. Botterbush will complete continuing education training on Security in the library;
- Gift from the Russell family;
- Gift from the Genie Keller estate;
- Non-print room of Downtown library is now open and fully restored;
- Young adult materials are now included in the Adult collection of the Downtown library.

- Mall updates: Macy's demolition is underway; Cookie Factory satellite location is open on the lower level.

7. **General Discussion**

Mr. Botterbush received a patron call regarding the free classes offered at the library. The caller was exceptionally pleased with the variety of offerings and the expertise of the instructors.

8. **Closed Minutes Review & Action**

A motion was made by Mrs. Watson, seconded by Mrs. Batchelor to enter closed session per 5 ILCS 120/2(c) (21) to discuss minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of minutes or semi-annual review of the minutes as mandated by Section 2.06.

A roll call vote was taken:

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

Motion carried. Board entered closed session at 6:17 p.m.

9. **Closed Minutes**

A motion was made by Mr. St. Peters, seconded by Dr. Batchelor, to approve destruction of specific tapes retained for 18 months or longer.

A roll call vote was taken:

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

Motion carried.

10. **Adjournment**

There being no further business, the meeting was adjourned at 6:29 p.m.

Approved by THPLD board action on January 11, 2018.

Melissa Batchelor
Melissa Batchelor, Secretary