

**THE HAYNER PUBLIC LIBRARY DISTRICT
TRUSTEE MEETING MINUTES
NOVEMBER 17, 2011
MULTI-PURPOSE ROOM
132 ALTON SQUARE, ALTON, ILLINOIS 62002**

I. Opening of Meeting

A. Call to order

Mr. Dan St. Peters, President, presided and called the meeting to order at 6:00 p.m.

B. Determination of a quorum

Members present:

Mr. Dan St. Peters	President
Mr. David Schmalbeck	Vice-President
Mrs. Mary DeGrand-Watson	Secretary
Mr. Kevin Botterbush	Trustee
Dr. Kevin Chapel	Trustee

Members absent

Mrs. Karen McAtee	Treasurer	Excused
Mr. Rick Lauschke	Trustee	Excused

Others present:

Mr. Jeffrey Owen	Executive Director
Mr. C. Dana Eastman	HPLD Attorney
Ms. Sue Hardin	Asst. Director, Bus. Ops / HR

C. Recognition of visitors to the meeting

Mr. St. Peters acknowledged that there were no visitors present.

D. Approval of agenda

A motion was made by Mr. Botterbush, seconded by Mrs. Watson, to:

Approve the agenda as amended to reflect approval of minutes of the regular meeting, not a special meeting conducted on October 20, 2011.

A roll call vote was taken:

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

Motion carried.

II. Open forum

Mr. St. Peters acknowledged that no "Request to be Heard" forms had been submitted.

III. Approval of Agenda and Consent items

A motion was made by Mr. Schmalbeck, seconded by Mrs. Watson, to:

Approve the agenda and consent items as follows:

- A. Approval of the minutes of the regular meeting conducted on October 20, 2011;
- B. Approval of the bill lists for the periods ending October 14, 2011 and October 28, 2011, payable on the same dates;

A roll call vote was taken:

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

Motion carried.

IV. Committees

A. Board Policy Development

Mr. Schmalbeck reported that the committee met on October 24, 2011 to finalize changes to the Board Policy. Those changes will be presented for approval later in the meeting.

B. Building & Equipment

Dr. Chapel reported that the committee met to further discuss the status of the Hudson Building. Discussion followed regarding the common wall and other restrictions that

may be written into the sales agreement if the building is sold. Other topics included the air conditioning units at Alton Square; masonry evaluation of the staining of the brick exterior of the Hayner building; server room alarm issues in the Hayner building; thermostat/temperature controls in the lower level bathrooms of the Hayner building.

C. Finance & Insurance

Dr. Chapel reported on behalf of Mrs. McAtee. The committee will present a resolution at the December board meeting that will allow paying off the Alton Square loan instead of investing in products that are yielding less than 1% interest.

D. Personnel

The committee did not meet but Mrs. Watson reported that the Executive Director evaluations will be distributed in December and discussed at the January 19, 2012 board meeting.

V. Levy Ordinances

Mr. Schmalbeck made a motion, seconded by Dr. Chapel, to approve the following Levy Ordinances:

- 11-16 Audit Fund
- 11-17 Building & Equipment Fund
- 11-18 General Fund
- 11-19 Illinois Municipal Retirement Fund
- 11-20 Insurance Fund
- 11-21 Social Security Fund

A roll call vote was taken:

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

Motion carried.

VI. Board Policies

A motion was made by Mrs. Watson, seconded by Mr. Schmalbeck, to approve the following chapters of the Board Policy Manual:

Chapter 2 – Corporate Structure and Board Organization

Chapter 4 – Board Meetings

Chapter 8 – Committees of the Board

Discussion followed regarding the posting of committee minutes and fine-exempt status of board members.

A roll call vote was taken:

Botterbush	No
Chapel	Yes
Lauschke	Absent
McAtee	Absent
St. Peters	Yes
Schmalbeck	Yes
Watson	Yes

VII. Director's Report

Mr. Owen reported on the following topics:

- Complimentary letters from the public about library staff;
- The Keller Scholarship has been opened to library employees pursuing a degree in any field – not just library science;
- There are currently some roof repairs being made to the downtown library building as well as the Friends building;
- The inventory will probably take longer than expected since DLAs are no longer available for rental through 3M;
- The Hayner building renovation was mentioned at the annual breakfast of the Greater Alton CVB;
- We hosted an appreciation luncheon for the museum committee;
- The Hayner building will be included on CVB-sponsored tours throughout the month of December;
- The Hayner building will be decorated with live greens during the holiday season;
- HPLD will work with other local governments in contesting a property tax objection filed by Regions Bank. Our part of the appraisal fee is approximately \$315;
- The PLA conference will be held in Philadelphia in March 2012. Mr. Owen shared handouts of the scheduled events;
- Our temporary courier/ driver will be leaving; Mr. Owen has hired a new employee to fill that position;
- Status of the worker's comp case;
- Trees have been trimmed and cleaned up downtown, and the downtown parking lot has been resurfaced and restriped

VIII. General Discussion

Mrs. Watson suggested that those who are able attend the PLA conference.

XII. Adjournment

There being no further business, Mrs. Watson moved that the meeting be adjourned at 7:04 p.m.

Approved by HPLD Board Action on _____.

Mary DeGrand Watson, Secretary