**THE HAYNER PUBLIC LIBRARY DISTRICT**
**TRUSTEE MEETING MINUTES**
**DECEMBER 15, 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 |
| Mrs. Karen McAtee | Treasurer |
| Mrs. Mary DeGrand-Watson | Secretary |
| Mr. Kevin Botterbush | Trustee |
| Mr. Rick Lauschke | Trustee |

Members absent

| | | |
|---|---|---|
| Dr. Kevin Chapel | Trustee | Excused |
| Mr. David Schmalbeck | Vice-President | Excused |

Others present:

| | |
|---|---|
| Mr. Jeffrey Owen | Executive Director |
| Mr. C. Dana Eastman | HPLD Attorney |
| Ms. Sue Hardin | Asst. Director, Bus. Ops / HR |
| Mrs. Cathie Lamere | Genealogy & Local History Mgr. |

C. Recognition of visitors to the meeting

Mr. St. Peters welcomed Mrs. Lamere.

D. Approval of agenda

A motion was made by Mr. Lauschke, seconded by Mrs. Watson, to approve the agenda.

A roll call vote was taken:

| | |
|---|---|
| Botterbush | Yes |
| Chapel | Absent |
| Lauschke | Yes |
| McAtee | Yes |
| St. Peters | Yes |
| Schmalbeck | Absent |
| 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. Lauschke, seconded by Mrs. McAtee, to:

Approve the agenda and consent items as follows:

A. Approval of the minutes of the regular meeting conducted on November 17, 2011;
B. Approval of the bill lists for the periods ending November 11, 2011 and November 25, 2011, payable on the same dates;
C. Approval of the Financial Statements for the months ending July 31, 2011; August 31, 2011; September 30, 2011; October 31, 2011; and November 30, 2011

A roll call vote was taken:

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

Motion carried.

## IV. 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.

## V. Resolution

Mr. Lauschke made a motion, seconded by Mrs. Watson, to approve a resolution calling for payment in full of the remaining balance on the CNB bank loan #2918320 for the Alton Square Library.

A roll call vote was taken:

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

Motion carried.

## VI. Board Policies

A motion was made by Mr. Botterbush, seconded by Mrs. Watson, to approve Ordinance #11-22, setting forth the Board Policy Manual of The Hayner Public Library District.

A roll call vote was taken:

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

Motion carried.

## VII. Resolution

A motion was made by Mrs. Watson, seconded by Mr. Lauschke, to approve a resolution calling for disposal of miscellaneous office equipment/furnishings no longer needed by the district.

A roll call vote was taken:

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

Motion carried.

## VIII. Director's Report

Mr. Owen reported on the following topics:

- Complimentary letter from Ms. Vandella Brown, of the Illinois State Library regarding the Project Next Generation cookbook that the kids compiled;
- Acknowledgement of a $500 gift from The Bank of Edwardsville to be used to purchase a printer and headsets for the library at Riverbender Community Center;
- Updating of the downtown Teen Space, including new carpet, paint, furnishings and design;
- The Illinois Bell tax objections are in the process of being settled;
- A difficult patron has caused some problems; the director has discussed the matter with counsel.

## IX. General Discussion

Mrs. Watson announced that the Executive Director's evaluation will be conducted in closed session at the January board meeting. All trustees are asked to bring their *completed* evaluations to that meeting. Mr. Owen stated that he will move the Board Policy Manual to the General Information tab on the board website.

## X. Adjournment

There being no further business, Mrs. Watson moved that the meeting be adjourned at 6:33 p.m.

Approved by HPLD Board Action on _____.

_____

Mary DeGrand Watson, Secretary