

**THE HAYNER PUBLIC LIBRARY DISTRICT  
TRUSTEE MEETING MINUTES  
FEBRUARY 16, 2011  
MULTI-PURPOSE ROOM  
132 ALTON SQUARE, ALTON, ILLINOIS 62002**

**I. Opening of Meeting**

A. Call to order

Mr. Rick Lauschke, President, presided and called the meeting to order at 6:30 p.m.

B. Determination of a quorum

Members present:

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

Others present:

Mr. Jeffrey Owen	Executive Director
Mr. C. Dana Eastman	HPLD Attorney
Ms. Sue Hardin	Assistant Director Business Operations/HR
Mrs. Cathie Lamere	HPLD Genealogy & Local History Mgr.

C. Recognition of visitors to the meeting

Mr. Lauschke introduced the guests.

D. Approval of agenda

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

Approve the agenda as amended (Financial statements for months ending January 31, 2011 are not available).

A roll call vote was taken:

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

Motion carried.

## II. Open forum

Mr. Lauschke announced that no “Requests to be Heard” forms had been submitted.

## III. Consent items

A motion was made by Dr. Chapel, seconded by Mr. St. Peters, to:

Approve the amended consent items as follows:

- A. Approval of the minutes of the closed session conducted on October 20, 2010;
- B. Approval of the minutes of the closed session conducted on December 15, 2010
- C. Approval of the minutes of the regular meeting conducted on January 19, 2011;
- D. Approval of the minutes of the closed session conducted on January 19, 2011;
- E. Approval of the bill lists for the periods ending January 14, 2011 and January 28, payable on the same dates;

A roll call vote was taken:

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

Motion carried.

## IV. Committees

### A. Board Policy Development

Mr. St. Peters stated that the committee met and wrapped up revisions to most chapters in the Policy Manual. The committee will meet in May to finalize the Facilities chapter; there are still questions regarding rental of the Hayner Building

without library /museum staff on the premises. The committee intends to finalize this chapter and present a completed manual to the Board for approval following the May meeting. The committee also discussed board structure and board member service recognition. Additional discussion centered on committee meeting protocol and board member exemptions from fines and access to purchasing discounts.

**B. Building & Equipment**

Mr. St. Peters reported that the committee met on February 7. Mr. Owen gave an update on the Hayner building renovation project. The occupancy permit has not yet been issued; there are two main issues that need to be resolved (electrical boxes and fire caulking). There are also problems with insulation in the server room. The city inspector's Maximum Occupancy Load is in disagreement with Mr. Lefferson's design, so adjustments need to be made in staff work spaces. Other committee action included obtaining an appraisal for the Hudson building and possible improvements to the downtown library. The committee deferred that topic to the Finance Committee to determine availability of funds and projected costs for improvements. The committee also gave Mr. Owen the authority to purchase a second vehicle for the Library District.

**C. Finance & Insurance**

Dr. Chapel stated that the committee will wait on the final cost of the Hayner renovation project before moving forward with an improvement project to the Downtown library facility.

**D. Fundraising**

Mr. Botterbush did not have a report.

**E. Personnel**

Mrs. Watson did not have a report.

**V. Board meeting day**

A. Mr. Botterbush made a motion to change the Board of Trustees meeting day and time to the third Thursday of the month, beginning at 6:00 p.m. The change will be effective with the March 2011 board meeting. Mr. Schmalbeck seconded.

A roll call vote was taken:

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

Motion carried.

**VI. Closed Minutes Review**

Mr. Botterbush made a motion to accept the recommendation of Board President Lauschke and Executive Director Owen *not* to move closed minutes to open minutes; seconded by Mr. Schmalbeck.

A roll call vote was taken:

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

Motion carried.

**VII. Director's Report**

Mr. Owen gave an update on the GateNet merger. Following the merger Hayner fees should drop 7.79%, for a savings of over \$5,500.

**VIII. General Discussion**

Mr. Owen announced that the Illinois Library Association will host a Library Trustee workshop on Saturday, March 26, beginning at 7:00 a.m. The workshop will be held in Springfield, IL. Discussion regarding the Illinois Library System membership criteria was put on hold.

**IX. Closed Session**

Dr. Chapel made a motion to approve entering closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees or legal counsel for the District per 5 ILCS 120/2(c), seconded by Mrs. McAtee.

A roll call vote was taken:

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

Motion carried.

The meeting was moved to closed session at 6:59 p.m.

A motion was made by Mrs. Watson and seconded by Mr. St. Peters, to return to open session at 8:07 p.m.

A roll call vote was taken:

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

Motion carried.

**IX. Adjournment**

There being no further business, Mrs. Watson moved that the meeting be adjourned at 8:08 p.m.

Approved by HPLD Board Action on \_\_\_\_\_.

\_\_\_\_\_  
Mary DeGrand Watson, Secretary