

**THE HAYNER PUBLIC LIBRARY DISTRICT
TRUSTEE MEETING MINUTES
JULY 26, 2012
MULTI-PURPOSE ROOM
132 ALTON SQUARE
ALTON, ILLINOIS 62002**

1. 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
Mr. Rick Lauschke	Trustee

Others present:

Mr. Jeffrey Owen	Executive Director
Mr. C. Dana Eastman	HPLD Attorney
Ms. Bernadette Duvernoy	Asst. Director, Marketing & PR

C. Recognition of visitors to the meeting

There were no visitors present.

D. Approval of agenda and requested changes to consent items

A motion was made by Mrs. Watson, seconded by Dr. Chapel, to approve the agenda.

A roll call vote was taken:

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

Motion carried.

2. **Open forum**

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

3. **Approval of Consent items**

A motion was made by Mr. Botterbush, seconded by Mr. Schmalbeck, to approve the consent items as follows:

- A. Minutes of the regular meeting conducted on June 21, 2012;
- B. Minutes of the closed session conducted on June 21, 2012;
- C. Bill lists for the periods ending June 8, 2012, and June 22, 2012, payable on the same dates;
- D. Financial Statements for months ending June 30, 2012, subject to audit.

A roll call vote was taken:

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

Dr. Chapel reported in Mrs. McAtee's absence. Health insurance was shopped with United Healthcare and Aetna Insurance, both of which came back significantly higher than Blue Cross Blue Shield of Illinois. The committee will determine a formal motion to be introduced at the next board meeting which will require employees to begin contributing some amount (yet to be determined) toward their monthly health insurance premium. Dr. Chapel added that Mr. Owen scheduled a meeting with all full time staff to make them aware of this upcoming change; Jane Lewis and Karen McAtee also attended. The staff was overwhelmingly understanding of the entire matter and thanked the committee and Mrs. Lewis for all their efforts to continue providing the best insurance while minimizing costs being passed to the employees.

D. Personnel

No meeting; no report.

5. Public Hearing

Mrs. Watson moved to approve a resolution providing for the annual public hearing on the budget and appropriation ordinances for fiscal year 2013; Dr. Chapel seconded.

A roll call vote was taken:

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

Motion carried.

6. Per Capita Grant

Mr. Owen reminded the board members that each year they are required to conduct a specific review of some aspect of the business of the library district as part of the Per Capita Grant application process. This year the board is required to review *Illinois Library Law and Rules, 75 ILCS 10/8, State Grants and 10/8.1, Eligibility for Grants*. Additionally, the Illinois State Library provided a list of all funds the district was eligible to levy for. Mr. Owen stated the library district is taking full advantage of all funding opportunities, including grants, and that the district is compliant in all ways pertaining to eligibility. There was some continued discussion about this matter and more specifically about the Special Reserve Fund.

7. **Director's Wages for FY 2013**

The board discussed the director's wages during a closed session in June. It was decided to increase the director's salary by 2% during this meeting. Because there was no provision on the June 21, 2012 meeting agenda, this matter was laid over for action until this meeting.

Mrs. Watson moved that the director's salary be increased by 2%; Mr. Schmalbeck seconded.

A roll call vote was taken:

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

Motion carried.

8. **Director's Report**

Mr. Owen reported that the annual audit was in progress and going well. The audit should be reviewed internally by the audit firm on August 17, 2012, and will be ready to present to the board at the September 27, 2012, board meeting.

Alton's 175th Anniversary events were held recently and the winners of the essay and poster contest co-sponsored by the library district and the City of Alton were on display throughout the events which were very well attended.

Things are progressing in the system wide migration to Polaris scheduled for the first quarter of 2013. Illinois Heartland Library System recently asked all member libraries to conduct comprehensive reviews of their patron and material records in the database, which HPLD staff has completed. This review disclosed 411 patrons with expired cards still reflecting fines of \$5 or less. IHLS asked the individual libraries to consider deleting these accounts prior to migration. HPLD has complied; the write off totaled \$813. It was also realized that HPLD has over 1,743 expired and active patrons with fines of \$50 or more totaling an amount due the library in excess of \$208,245.04. Mr. Owen has discussed working with an outside collection agency with the Finance & Insurance Committee. The committee is very supportive of this decision.

The Illinois Library Association annual conference will be held October 9-11, 2012, in Peoria, Illinois. Trustee Day is Wednesday, October 10th. Mr. Owen asked that board members interested in attending any part or all of the conference let him know as soon as possible.

Sue Hardin will be returning to work half days beginning next week, Monday July 30th. She will be returning to full time the following Monday, August 6th.

A thank you note was shared from Jan Harnetiaux for the contribution made to the American Cancer Society following the recent death of her husband, Rex.

Two additional thank you notes were shared, both received from out of state users of the Genealogy & Local History Library, acknowledging the staff for extensive research they conducted in response to their requests.

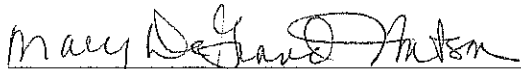
9. **General Discussion**

There was no discussion under this provision on the agenda.

10. **Adjournment**

There being no further business, Mrs. Watson moved that the meeting be adjourned at 6:25 p.m.

Approved by HPLD board action on 08-23-2012.



Mary DeGrand Watson, Secretary