

THE HAYNER PUBLIC LIBRARY DISTRICT
TRUSTEE MEETING MINUTES
SEPTEMBER 26, 2013
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
Mr. Kevin Botterbush	Secretary
Mrs. Karen McAtee	Treasurer
Mrs. Melissa Batchelor	Trustee
Mrs. Mary Lou DeGrand Watson	Trustee

Member absent:

Dr. Kevin Chapel	Trustee	Excused
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Others present:

Ms. Bernadette Duvernoy	Executive Director - THPLD
Ms. Sue Hardin	CFO & Asst Dir - HR – THPLD
Mr. Steve Pembroke	The Scheffel Companies
Mr. Josh Andres	The Scheffel Companies

C. Recognition of visitors to the meeting

Mr. St. Peters welcomed Mr. Pembroke and Mr. Andres.

D. Approval of agenda and requested changes to consent items

A motion was made by Mrs. McAtee, seconded by Mr. Schmalbeck, to approve the agenda. There were no requested changes to consent items.

A roll call vote was taken:

Batchelor	Yes
Botterbush	Yes
Chapel	Absent
McAtee	Yes
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 Mrs. Batchelor, seconded by Mrs. Watson, to approve the consent items as follows:

- A. Approval of the minutes of the regular meeting conducted on August 22, 2013;
- B. Approval of the minutes of the closed sessions conducted on August 22, 2013;
- C. Approval of the bills lists for the periods ending August 2, 2013, August 16, 2013 and August 30, 2013, payable on the same dates;

A roll call vote was taken:

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

Motion carried.

4. **Audit Presentation**

Mr. Pembroke and Mr. Andres, representatives from Scheffel & Company, presented the annual audit report for fiscal year 2013. The district's financial position continues to be favorable, considering the economic factors facing this region. The District ended the year with net revenues exceeding net expenses by \$128,968. There were no negative findings to report. Mr. Andres closed the presentation by complimenting the Hayner staff for their excellent preparation of documents and their cooperation in completing the audit in a timely manner.

Mr. Pembroke and Mr. Andres left the meeting at 6:21 p.m.

5. 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

Mrs. Watson reported that the Personnel Committee met to discuss plans for a Welcome Reception for the newly named Executive Director. The reception will be held on Thursday, November 7 from 5 – 7 p.m. in the Hayner Genealogy and Local History Library. Light refreshments will be served. Invitations will be mailed next Monday. The committee will meet again in October to finalize plans.

6. Policies

A. A motion was made by Mrs. Watson, seconded by Mr. Botterbush, to approve the following policy ordinances for FY 2014:

1. Ordinance 13-8 – Behavior Policy
2. Ordinance 13-9 – Collection Development
3. Ordinance 13-10 – Disaster Preparedness
4. Ordinance 13-11 – Electronic Resources Acceptable Use
5. Ordinance 13-12 – Genealogy & Local History Library
6. Ordinance 13-13 – Interlibrary Loan
7. Ordinance 13-14 – Investment Policy
8. Ordinance 13-15 – Operations Policies
9. Ordinance 13-16 – Volunteer Policy

A roll call vote was taken:

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

Motion carried.

7. Non-Resident Card

A motion was made by Mrs. Batchelor, seconded by Mrs. Watson, to approve the reinstatement of non-resident library cards at a rate of \$130 per family per year.

A roll call vote was taken:

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

Motion carried.

8. Director's Report

In addition to the written report submitted previously, Ms. Duvernoy reported that we will soon offer text messaging notices for books that are on hold or overdue. Our appropriation ordinances were filed last month, but because of a publication delay by The Telegraph, we will now have to wait until the October meeting to approve the levy ordinances. Statistics are still a challenge through Polaris but they are working out the kinks so that hopefully we can make our statistical reports available again very soon. In the meantime, Ms. Duvernoy presented a brief fact sheet to the trustees outlining some of the major statistics for FY 2013. Ms. Duvernoy also made mention of the updated art appraisal that she emailed to the trustees. She recommended that the Building & Equipment Committee schedule a meeting because of some issues with the pipes in the Hayner Building and the possible need for a water purification unit. She further announced a workshop that will be held at Glen Carbon Centennial Library, titled "Roles and Responsibilities of Library Trustees." It will be held on Saturday, Nov. 2, from 9:30 – 11:30 a.m. Also, Alton Square Mall has agreed to add our programs to their website.

9. General Discussion

Mr. St. Peters congratulated Ms. Duvernoy and Ms. Hardin on another positive audit. There was brief discussion on the new program space in the mall and also the renovation that is taking place in the Hudson Building.

10. Closed Session

There was no motion to enter closed session, as the trustees felt that they had fully discussed the employment contract and job description of the Executive Director during last month's meeting. Therefore, the meeting moved to the next agenda item.

11. Appointment of Executive Director

A. A motion was made by Mr. Schmalbeck, seconded by Mrs. Watson, to approve the annual compensation of \$82,500 for the Executive Director of The Hayner Public Library District.

A roll call vote was taken:

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

Motion carried.

- B. A motion was made by Mr. Botterbush, seconded by Mr. Schmalbeck, to approve the employment contract for the Executive Director of The Hayner Public Library District.

A roll call vote was taken:

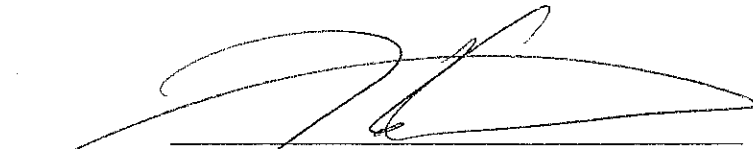
Batchelor	Yes
Botterbush	Yes
Chapel	Absent
McAtee	Yes
St. Peters	Yes
Schmalbeck	Yes
Watson	Yes

Motion carried.

12. **Adjournment**

There being no further business, the meeting was adjourned at 6:41 p.m.

Approved by HPLD board action on October 24, 2013.



Kevin Botterbush, Secretary