

**THE HAYNER PUBLIC LIBRARY DISTRICT  
TRUSTEE MEETING MINUTES  
NOVEMBER 20, 2014  
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
Ms. Karen McAtee	Treasurer
Mr. Kevin Chapel	Trustee
Ms. Mary Lou DeGrand Watson	Trustee

Member absent:

Mrs. Melissa Batchelor	Trustee	Excused
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Others present:

Ms. Bernadette Duvernoy	Executive Director – THPLD
Ms. Sue Hardin	CFO / Asst. Dir. of HR – THPLD

C. Recognition of visitors to the meeting

There were no visitors in attendance.

D. Approval of agenda and requested changes to consent items

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

A roll call vote was taken:

Batchelor	Absent
Botterbush	Yes
Chapel	Yes
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 Mr. Botterbush, seconded by Dr. Chapel, to approve the consent items as follows:

- A. Approval of the minutes of the regular meeting conducted on October 23, 2014;
- B. Approval of the bill lists for the periods ending October 10, 2014 and October 24, 2014, payable on the same dates;
- C. Financial Statements for the months ending October 31, 2014

A roll call vote was taken:

Batchelor	Absent
Botterbush	Yes
Chapel	Yes
McAtee	Yes
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

No meeting; no report

D. Personnel

No meeting; no report

E. Fund Raising

Ms. Duvernoy reminded board members that minutes of the Fundraising Committee meetings are posted to the board website. She also reported on the following topics:

- Book window stickers (will not be pursued – not cost effective)
- iPad Air Raffle
- Trivia Night
- Cookbook sales: \$1660 after four days of sales!
- The next meeting will be held on Dec. 11 at 3:45 p.m.

**5. Levy Ordinances**

A motion was made by Mr. Schmalbeck, seconded by Mrs. McAtee, to approve the following levy ordinances:

- 14-19 – Audit Fund
- 14-20 – Building & Equipment Fund
- 14-21 – General Fund
- 14-22 – Illinois Municipal Retirement Fund
- 14-23 – Insurance Fund
- 14-24 – Social Security Fund

A roll call vote was taken:

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

Motion carried.

6. **Director's Report**

In addition to the written report previously submitted, Ms. Duvernoy also briefly touched on the following topics:

- Cookbooks sales are off to a great start; there was a nice article in The Telegraph and an upcoming article in Today's Advantage;
- There are now Customer Service Managers at both the downtown and mall locations: Janet Schweppe fills this role at the mall and Penny Noble has been hired to fill this position at the downtown library. Both report to Mary Cordes. Mary will now have more time to devote to website maintenance, Polaris training and inventory management, along with her regular duties.

7. **General Discussion**

The Personnel Committee will meet during the second week in January to begin preparations for the Executive Director's evaluation.

8. **Closed Session**

A motion was ***NOT*** made to enter closed session for the purpose of discussing the lease of the Alton Square Mall library. No new information was made available to the Trustees by mall management that would warrant a closed session discussion.

9. **Adjournment**

There being no further business, the meeting was adjourned at 6:18 p.m.

Approved by THPLD board action on \_\_\_\_\_.

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Kevin Botterbush, Secretary