

**THE HAYNER PUBLIC LIBRARY DISTRICT
TRUSTEE MEETING MINUTES
July 24, 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. Kevin Botterbush	Secretary
Mrs. Melissa Batchelor	Trustee
Mr. Kevin Chapel	Trustee
Ms. Mary Lou DeGrand Watson	Trustee

Member absent:

Mr. David Schmalbeck	Vice President	Excused
Mrs. Karen McAtee	Treasurer	Excused

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. Batchelor, seconded by Mr. Botterbush, to approve the agenda. There were no changes to the consent items.

A roll call vote was taken:

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

- A. Approval of the minutes of the regular meeting conducted on June 26, 2014
- B. Approval of the bill lists for the periods ending June 6, 2014 and June 20, 2014, payable on the same dates;
- C. Approval of the Financial Statements for the months ending June 30, 2014;

A roll call vote was taken:

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

The Fund Raising Committee met on Wednesday, July 23, to begin the brainstorming process for new fundraising ideas. The initial kickoff is the Cookbook Project, which is currently underway. Several great ideas were brought to the table. The committee will meet at least once monthly.

5. Resolution

A motion was made by Mr. Botterbush, seconded by Dr. Chapel, to approve a resolution providing for a public hearing on Budget and Appropriation Ordinances for FY 2015.

A roll call vote was taken:

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

Motion carried.

6. FY 2015 Budget Amendment

A motion was made by Mrs. Batchelor, seconded by Mr. Botterbush, to approve the addition of \$6,676 to the IT Support line item on the FY 2015 budget.

A roll call vote was taken:

Batchelor	Yes
Botterbush	Yes
Chapel	Yes

McAtee	Absent
St. Peters	Yes
Schmalbeck	Absent
Watson	Yes

Motion carried.

7. **Director's Report**

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

- *The annual audit* was conducted this week. The on-site portion was completed in three days, thanks to the efforts of Ms. Hardin in preparing reports and advance planning.
- *Workers' Comp representation letter* was received from an attorney representing The Hartford (our WC insurance carrier) in the Daubman claim;
- *Challenge Submission*: A patron submitted a challenge related to a DVD in our collection which she found objectionable. The Director has followed policy in dealing with this challenge.
- *Cookbook*: Ms. Duvernoy stressed the importance of all trustees submitting recipes for the cookbook project, which will be the Library District's first significant fundraising project;
- *3-D printer*: The District will be acquiring a new 3-D printer through grant funds. This new equipment will require new policy guidelines which will be submitted for board approval in the coming months;
- *Mr. Eastman's dinner* will be held on July 31;
- *Friends of Hayner Building*: Installation of the new roof was completed earlier this month.

8. **General Discussion**

Mr. Botterbush stated that a Fund Raising policy will be written and adopted as part of the newly established Fund Raising Committee. Mr. St. Peters discussed an upcoming meeting with Mr. Botterbush, Ms. Duvernoy, Mr. St. Peters and Ms. Ehlers, Alton Square Mall manager, to discuss the future leasing arrangements of the Alton Square Library space.

9. **Adjournment**

There being no further business, the meeting was adjourned at 6:13 p.m.

Approved by HPLD board action on _____.

Kevin Botterbush, Secretary