

THE HAYNER PUBLIC LIBRARY DISTRICT  
TRUSTEE MEETING MINUTES  
September 25, 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 6:01 p.m.

B. Determination of a quorum

Members present:

Mr. Dan St. Peters	President
Ms. Karen McAtee	Treasurer
Mrs. Melissa Batchelor	Trustee
Mr. Kevin Chapel	Trustee
Ms. Mary Lou DeGrand Watson	Trustee

Member absent:

Mr. Kevin Botterbush	Secretary	Unexcused
Mr. David Schmalbeck	Vice President	Excused

Others present:

Ms. Bernadette Duvernoy	Executive Director – THPLD
Ms. Sue Hardin	CFO / Asst. Dir. of HR – THPLD
Mr. Josh Andres	Scheffel Boyle, CPA
Mr. Steve Pembrook	Scheffel Boyle, CPA

C. Recognition of visitors to the meeting

Mr. St. Peters welcomed Mr. Andres and Mr. Pembrook to the meeting.

D. Approval of agenda and requested changes to consent items

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

A roll call vote was taken:

Batchelor	Yes
Botterbush	Absent
Chapel	Yes
McAtee	Yes
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 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 28, 2014;
- B. Approval of the minutes of the public hearing conducted on August 28, 2014;
- C. Approval of the bill lists for the periods ending August 1, 2014, August 15, 2014 and August 29, 2014, payable on the same dates;
- D. Financial Statements for the months ending June 30, 2014, July 31, 2014 and August 31, 2014

A roll call vote was taken:

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

Motion carried.

4. Audit Presentation

Mr. Andres and Mr. Pembroke presented the results of the annual audit and summarized those results in a two-page format for the trustees. They reported an unqualified, clean opinion and explained how the depreciation of our collection and buildings negatively impacts the overall position of our net assets. They thanked the staff for their preparation and cooperation through the audit process.

*Mr. Andres and Mr. Pembroke left the meeting at 6:25 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

No meeting; no report

E. Fund Raising

Mrs. Watson reported in Mr. Botterbush's absence. The cookbook should be available by Thanksgiving. It has over 900 recipes and will sell for \$20. We are hoping to have a table set up in the mall on Black Friday promoting sales. The committee met in August and members were asked to prioritize which activities they wish to see as future fundraising events. The committee will continue to meet monthly at 3:45 p.m. on the third Thursday.

6. Policies

A motion was made by Mrs. McAtee, seconded by Dr. Chapel, to approve the following annual policy ordinances for FY 2015:

- 14-8 Behavior Policy
- 14-9 Collection Development Policy
- 14-10 Disaster Preparedness Policy
- 14-11 Electronic Resources Acceptable Use Policy
- 14-12 Genealogy & Local History Library Mission Statement & Collection Policy
- 14-13 Inter-Library Loan Policy
- 14-14 Investment Policy
- 14-15 Operations Policies
- 14-16 Volunteer Policy
- 14-17 Personnel Policy

A roll call vote was taken:

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

Motion carried.

7. **Resolution to Appeal Property Tax Assessment**

A motion was made by Dr. Chapel, seconded by Mrs. Watson to approve a resolution providing intervention in an appeal proceeding and authorization to appoint Steve Mottaz to take action on behalf of The Hayner Public Library District.

A roll call vote was taken:

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

Motion carried.

8. **Director's Report**

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

- Moisture damage to two prints in the Genealogy and Local History Library; Ms. Duvernoy called our contractor, Jun Construction, to check the building and roof and they could not find any reason for the moisture. They referred her to a consulting firm in Highland for further assessment.
- "Show us your Library Card" - Campaign will run from Nov. 29 – Dec. 6. Twenty businesses are participating and will offer discounts to library patrons who present their library cards.

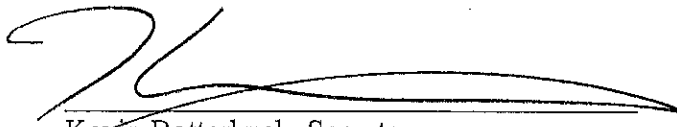
9. General Discussion

There will be a Building and Equipment Committee meeting on Monday, October 6 at 5:30 p.m. in the Multi-purpose Room of the Alton Square Library. The purpose of the meeting will be to discuss the lease at the mall, and also perhaps paying down some of the principal on the CNB construction loan.

10. Adjournment

There being no further business, the meeting was adjourned at 6:43 p.m.

Approved by HPLD board action on October 23, 2014.



Kevin Botterbush, Secretary