THE HAYNER PUBLIC LIBRARY DISTRICT
TRUSTEE MEETING MINUTES
JANUARY 11, 2018
ADMINISTRATIVE OFFICES
401 STATE STREET, ALTON, ILLINOIS 62002

1. Opening of Meeting

A. Call to order

Mr. Kevin Botterbush, President, presided and called the meeting to order at 6:00 p.m.

B. Determination of a quorum

Members present:

Mr. Kevin Botterbush President
Dr. Melissa Batchelor Secretary
Mrs. Karen McAtee Treasurer
Ms. Kim Shoemaker Trustee
Mr. Dan St. Peters Trustee
Mrs. Mary Lou DeGrand Watson Trustee

Members Absent:

Mr. Peter Tassinari Vice President 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 Mr. St. Peters, seconded by Mrs. McAtee, to approve the agenda. There were no changes to the consent items.
A roll call vote was taken:

- Batchelor: Yes
- Botterbush: Yes
- McAtee: Yes
- St. Peters: Yes
- Shoemaker: Yes
- Tassinari: Absent
- Watson: Yes

Motion carried.

2. **Open forum**

Mr. Botterbush acknowledged that no “Request to be Heard” forms had been submitted.

3. **Approval of Consent items**

A motion was made by Mr. St. Peters, seconded by Dr. Batchelor, to approve the consent items as follows:

A. Approval of the minutes of the regular meeting conducted on November 16, 2017;
B. Approval of the minutes of the closed session conducted on November 16, 2017;
C. Approval of the bill lists for the periods ending November 3, 2017 and November 17, 2017 payable on the same dates;
D. Approval of the bill lists for the periods ending December 1, 2017, December 15, 2017 and December 29, 2017 payable on the same dates;
E. Approval of the Financial Statements for the months ending November 30, 2017, and December 31, 2017 subject to audit.

A roll call vote was taken:

- Batchelor: Yes
- Botterbush: Yes
- McAtee: Yes
- St. Peters: Yes
- Shoemaker: Yes
- Tassinari: 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
   
5. **Policy Resolution**
   
   A motion was made by Dr. Batchelor, seconded by Ms. Shoemaker, to approve the 2018 Personnel Policy manual, updating Sexual Harassment guidelines.
   
   A roll call vote was taken:
   
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<thead>
<tr>
<th>Name</th>
<th>Vote</th>
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<tbody>
<tr>
<td>Batchelor</td>
<td>Yes</td>
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<td>Botterbush</td>
<td>Yes</td>
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<td>McAtee</td>
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<td>St. Peters</td>
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<td>Shoemaker</td>
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<td>Tassinari</td>
<td>Absent</td>
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<td>Watson</td>
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   Motion carried.
   
6. **Policy Resolution**
   
   A motion was made by Mrs. Watson, seconded by Mrs. McAtee, to approve the 2018 Operations manual.
   
   A roll call vote was taken:
   
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   Motion carried.
7. **Director’s Report**

Ms. Duvernoy did not have any additions to her written report. She advised that the downtown library closed at 5 p.m. and the Alton Square library closed at 6 p.m. this evening because of inclement weather.

8. **General Discussion**

There was no additional general discussion.

9. **Adjournment**

There being no further business, the meeting was adjourned at 6:08 p.m. Approved by THPLD board action on **February 22, 2018**.

[Signature]

Melissa Batchelor, Secretary