

**THE HAYNER PUBLIC LIBRARY DISTRICT
TRUSTEE MEETING MINUTES
APRIL 23, 2020
MEETING HELD VIA ZOOM**

1. Opening of Meeting

A. Call to order

Mr. Kevin Botterbush, President, presided and called the meeting to order at 10:45 a.m.

B. Determination of a quorum

Members present:

Mr. Kevin Botterbush	President
Dr. Melissa Batchelor	Secretary
Mrs. Karen McAtee	Treasurer
Dr. Jill Lane	Trustee
Ms. Kim Shoemaker	Trustee

Members Absent:

Mr. Peter Tassinari	Vice President	Excused
Mrs. Mary Lou DeGrand Watson	Trustee	Excused

Others present:

Ms. Bernadette Duvernoy	Executive Director – THPLD
Ms. Sue Hardin	CFO; Asst. Dir. - 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

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

A roll call vote was taken:

Batchelor	Yes
Botterbush	Yes
Lane	Yes
McAtee	Yes
Shoemaker	Yes
Tassinari	Absent
Watson	Absent

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 Dr. Lane, seconded by Ms. Shoemaker, to approve the consent items as follows:

- A. Minutes of the regular meeting conducted on February 27, 2020;
- B. Minutes of the special meeting conducted on March 17, 2020;
- C. Bill lists for the periods ending February 7 and February 21, payable on the same dates;
- D. Bill lists for the periods ending March 6, 2020 and March 20, 2020, payable on the same dates;
- E. Financial statements for months ending February 29, 2020 and March 31, 2020.

A roll call vote was taken:

Batchelor	Yes
Botterbush	Yes
Lane	Yes
McAtee	Yes
Shoemaker	Yes
Tassinari	Absent
Watson	Absent

Motion carried.

4. **Committee Reports**

- 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. **Health Insurance**

A. A motion was made by Mrs. McAtee, seconded by Dr. Batchelor, to approve the health and dental insurance proposal for FY 2021. Employees will continue to pay 8% of the premium cost.

A roll call vote was taken:

Batchelor	Yes
Botterbush	Yes
Lane	Yes
McAtee	Yes
Shoemaker	Yes
Tassinari	Absent
Watson	Absent

Motion carried.

6. **Furniture Sale**

A. A motion was made by Ms. Shoemaker, seconded by Dr. Lane, to approve the sale of surplus furniture (bookcase/shelf unit).

A roll call vote was taken:

Batchelor	Yes
Botterbush	Yes
Lane	Yes
McAtee	Yes
Shoemaker	Yes
Tassinari	Absent
Watson	Absent

Motion carried.

7. **Director's Report**

In addition to her previously submitted written report, Ms. Duvernoy discussed the following topics:

- Extended closure through May 17; staff will return 3-4 days prior for cleaning, planning and organization;
- Assistant Directors are meeting weekly;
- Plexiglass barriers being installed at all circulation desks, various other locations throughout libraries;
- Staff reading books on Facebook page;
- Article on Riverbender highlights online/electronic services available to patrons;
- Budget preparations beginning soon; received Tax Computation Report yesterday (EAV figures).

8. General Discussion

Ms. Duvernoy reported that online magazine and e-books circulation has increased during the closure (as expected).

9. Adjournment

There being no further business, the meeting was adjourned at 11:06 a.m.

Approved by THPLD board action on May 28, 2020.



Melissa Batchelor, Secretary