

**THE HAYNER PUBLIC LIBRARY DISTRICT**  
**TRUSTEE MEETING MINUTES**  
**SEPTEMBER 24, 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 5:30 p.m.

B. Determination of a quorum

Members present:

Mr. Kevin Botterbush	President
Mr. Peter Tassinari	Vice President
Dr. Melissa Batchelor	Secretary
Mrs. Karen McAtee	Treasurer
Ms. Kim Shoemaker	Trustee
Mrs. Mary Lou DeGrand Watson	Trustee

Members Absent:

Dr. Jill Lane	Trustee
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Others present:

Ms. Bernadette Duvernoy	Executive Director – THPLD
Ms. Sue Hardin	CFO; Asst. Dir. - HR – THPLD
Mr. Josh Andres	Scheffel Boyle CPA
Mr. Tyler Jackson	Scheffel Boyle CPA

C. Recognition of visitors to the meeting

Mr. Botterbush welcomed Mr. Andres and Mr. Jackson to the meeting.

D. Approval of agenda and requested changes to consent items

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

A roll call vote was taken:

Batchelor	Yes
Botterbush	Yes
Lane	Absent
McAtee	Yes
Shoemaker	Yes
Tassinari	Yes
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 Dr. Batchelor, seconded by Mrs. McAtee, to approve the consent items as follows:

- A. Minutes of the Public Hearing conducted on August 27, 2020;
- B. Minutes of the regular meeting conducted on August 27, 2020;
- C. Bills lists for the periods ending August 7, 2020 and August 21, 2020 payable on the same dates;

A roll call vote was taken:

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

Motion carried.

**4. Audit Presentation**

Mr. Andres and Mr. Jackson presented the results of the annual audit and summarized their findings for the trustees. They reported an unqualified, clean audit of the District’s financial statements. They thanked the Hayner staff for advance preparation and cooperation throughout the audit process.

*Mr. Andres and Mr. Jackson left the meeting at 5:49 p.m.*

5. **Committee Reports**

A. Building & Equipment  
No meeting; no report

C. Finance & Insurance  
No meeting; no report

D. Personnel  
No meeting; no report

6. **Policies**

A. A motion was made by Mrs. McAtee, seconded by Ms. Shoemaker, to approve the following annual policy ordinances for FY 2021:

- 20-5 Behavior Policy
- 20-6 Collection Development Policy
- 20-7 Disaster Preparedness Policy
- 20-8 Electronic Resources Acceptable Use Policy
- 20-9 Genealogy & Local History Policy
- 20-10 Interlibrary Loan Policy
- 20-11 Investment Policy
- 20-12 Operations Policy
- 20-13 Volunteer Policy
- 20-14 Personnel Policy
- 20-15 Sex Offender Policy
- 20-16 Ethics Policy
- 20-17 Fundraising Policy
- 20-18 Security Camera Policy

A roll call vote was taken:

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

Motion carried.

7. **Deed**

A motion was made by Mrs. Watson, seconded by Mrs. McAtee, to approved change in Deed Document #2013R34841.

A roll call vote was taken:

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

Motion carried.

8. **Director's Report**

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


- Plans are underway to open the Genealogy & Local History Library to the public for computer / printing use only. This will be available by appointment only;
- Based upon recommendations by experts in the field we are now quarantining materials for seven days upon their return to our buildings;
- Book bundles continue to be a popular new service;
- Virtual programming is still going well, especially the kids' programming; we have added two new databases to enhance virtual programming for youth services;
- Pursuant to recent legislation, all branches of THPLD will be closed on election day, Nov. 3, 2020;
- Ms. Duvernoy reminded trustees of their responsibility to review all chapters of "Serving our Public 4.0."
- Curbside service continues to go well; Ms. Duvernoy recommended the continuation of curbside service only during the month of October. BOARD MEMBERS CONCURRED.

9. **General Discussion**

Mr. Botterbush reported that he will be making a presentation about Hayner's many services and adaptations during the pandemic. This will be presented in October at First Presbyterian Church in Alton.

10. **Adjournment**

There being no further business, the meeting was adjourned at 6:16 p.m.  
Approved by THPLD board action on October 22, 2020

  
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Melissa Batchelor, Secretary