

**THE HAYNER PUBLIC LIBRARY DISTRICT  
TRUSTEE MEETING MINUTES  
JANUARY 28, 2021  
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	Unexcused
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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. Watson, 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
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. Watson, to approve the consent items as follows:

- A. Minutes of the regular meeting conducted on November 19, 2020;
- B. Bills lists for the periods ending November 13, 2020 and November 27, 2020 payable on the same dates;
- C. Bill lists for the period ending December 11, 2020 and December 25, 2020, payable on the same dates.
- D. Financial Statements for the months ending November 30, 2020 and December 31, 2020

A roll call vote was taken:

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

Motion carried.

4. **Committee Reports**

- A. **Board Policy Development**  
No meeting; no report
- B. **Building and Equipment**  
No meeting; no report

C. Finance & Insurance  
No meeting; no report

D. Personnel  
No meeting; no report

5. **Resolution – Non-Resident Library Card**

A motion was made by Mrs. McAtee, seconded by Mr. Tassinari, to approve resolution providing for sale of non-resident cards for fiscal year 2021-2022 in the amount of \$130.

A roll call vote was taken:

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

Motion carried.

6. **Meeting Dates**

A motion was made to approve Ordinance 21-1, setting the meeting dates for fiscal year 2021-2022.

A roll call vote was taken:

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

Motion carried.

7. **Director's Report**

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

- Replacement of heating/cooling unit(s) in Downtown Library;
- Long Range Planning Committee needs to begin work on new Long-Range Plan; President Botterbush will appoint a committee to begin this task;

- Ballot for the Consolidated Election, to be held on April 6, 2021, has been submitted to the Madison County Clerk's Office. Petitions to run for Hayner Library Trustee have been submitted by Peter Tassinari and Amber Sims. One additional four-year term remains open;
  - Curbside service continues to go well; Ms. Duvernoy recommended the continuation of curbside service only through February 2021, with an anticipated facilities reopening date of March 15 (assuming trends continue to improve).
- BOARD MEMBERS CONCURRED.

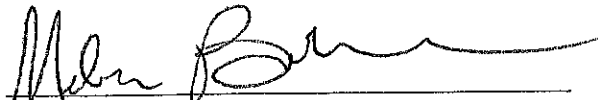
8. **General Discussion**

There was discussion regarding the trustees' monthly review of financial statements and bill lists. The Board Treasurer and Chief Financial Officer are available to answer any questions or provide supporting documents as needed (e.g. actual bills, receipts, etc.). Financial statements and bill lists are provided in advance of each meeting so that any questions can be identified and answered prior to the board meeting. Board oversight and approval of financial matters is an essential function of the Board of Trustees.

9. **Adjournment**

There being no further business, the meeting was adjourned at 5:55 p.m.

Approved by THPLD board action on February 25, 2021.

  
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Melissa Batchelor, Secretary