

**THE HAYNER PUBLIC LIBRARY DISTRICT  
TRUSTEE MEETING MINUTES  
SEPTEMBER 23, 2021  
ADMINISTRATIVE OFFICES  
401 STATE STREET  
ALTON, IL 62002**

**1. Opening of Meeting**

A. Call to order

Mr. Peter Tassinari, Vice President, presided and called the meeting to order at 5:32 p.m.

B. Determination of a quorum

Members present:

Mr. Peter Tassinari	Vice President
Dr. Melissa Batchelor	Secretary
Mrs. Karen McAtee	Treasurer
Mr. Kerry Miller	Trustee
Ms. Kim Shoemaker	Trustee
Mrs. Amber Sims	Trustee

Members Absent:

Mr. Kevin Botterbush	President	Excused
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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. Tassinari 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 Mr. Miller, 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	Absent
McAtee	Yes
Miller	Yes
Shoemaker	Yes
Sims	Yes
Tassinari	Yes

Motion carried.

2. Open forum

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

3. Approval of Consent items

A motion was made by Mr. Miller, seconded by Mrs. McAtee, to approve the consent items as follows:

- A. Approval of the minutes of the Public Hearing conducted on August 25, 2021;
- B. Approval of minutes of the regular meeting conducted on August 25, 2021;
- C. Approval of Bill lists for the periods ending August 6, 2021 and August 20, 2021, payable on the same dates;

A roll call vote was taken:

Batchelor	Yes
Botterbush	Absent
McAtee	Yes
Miller	Yes
Shoemaker	Yes
Sims	Yes
Tassinari	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 distributed copies of the bound audit report and thanked the Hayner staff for advance preparation and cooperation throughout the audit process.

*Mr. Andres and Mr. Jackson left the meeting at 6:05 p.m.*

5. **Committee Reports**

- A. Building and Equipment  
No meeting; no report
- B. Finance & Insurance  
No meeting; no report
- C. Personnel  
No meeting; no report

6. **Policies**

A motion was made by Dr. Batchelor, seconded by Mrs. Sims, to approve the following annual policy ordinances for FY 2021:

- 21-4 Behavior Policy
- 21-5 Collection Development Policy
- 21-6 Disaster Preparedness Policy
- 21-7 Electronic Resources Acceptable Use Policy
- 21-8 Genealogy & Local History Policy
- 21-9 Interlibrary Loan Policy
- 21-10 Investment Policy
- 21-11 Operations Policy
- 21-12 Volunteer Policy
- 21-14 Sex Offender Policy
- 21-15 Ethics Policy
- 21-16 Fundraising Policy
- 21-17 Security Camera Policy

A roll call vote was taken:

Batchelor	Yes
Botterbush	Absent
McAtee	Yes
Miller	Yes
Shoemaker	Yes
Sims	Yes
Tassinari	Yes

Motion carried.

Ms. Duvernoy noted that Ordinance 21-13 is the Personnel Policy, which will be approved at a subsequent meeting.

7. **Long Range Plan**

A motion was made by Mrs. McAtee, seconded by Mr. Miller, to approve the Long Range Plan 2021 - 2026.

A roll call vote was taken:

Batchelor	Yes
Botterbush	Absent
McAtee	Yes
Miller	Yes
Shoemaker	Yes
Sims	Yes
Tassinari	Yes

Motion carried.

8. **Director's Report**

In addition to the written report previously submitted to the Board, Ms. Duvernoy presented the following topics for discussion:

- Sexual Harassment Prevention Training must be completed by October 31. Ms. Duvernoy asked trustees to submit their certificate of completion to Sue Hardin by October 31.
- Trustees must review the entire book "Standards for Illinois Public Libraries" as a requirement for the upcoming Per Capita Grant. Ms. Duvernoy has made the book available to all trustees and asked that they begin reviewing the material.

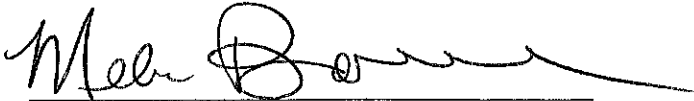
9. **General Discussion**

Mr. Miller invited all trustees and others to attend Vintage Voices, which will be held the first two weekends in October at Alton Cemetery.

10. **Adjournment**

There being no further business, the meeting was adjourned at 6:15 p.m.

Approved by THPLD board action on October 28, 2021.

  
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Melissa Batchelor, Secretary