

**THE HAYNER PUBLIC LIBRARY DISTRICT
TRUSTEE MEETING MINUTES
FEBRUARY 19, 2009
FRANCES METZGER CONFERENCE ROOM
401 STATE STREET, ALTON, ILLINOIS 62002**

I. Opening of Meeting

A. Call to order

Ms. Susan Huber, President, presided and called the meeting to order at 7:00 p.m.

B. Determination of a quorum

Members present:

Ms. Susan Huber	President
Mrs. Sue Fitzgerald	Vice-President
Mr. Dan St. Peters	Secretary
Dr. Kevin Chapel	Treasurer
Mr. Rick Lauschke	Trustee
Mrs. Mary Lou Watson	Trustee

Members absent:

Mr. Kevin Botterbush	Trustee (Excused)
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Others present:

Mr. Jeffrey Owen	HPLD Executive Director
Mr. C. Dana Eastman	HPLD Attorney
Ms. Gladys Butler	HPLD Business Operations/HR
Mrs. Jody Morrissey	Jennie D. Hayner Library Association
Ms. Linda Weller	Telegraph Reporter

C. Recognition of visitors to the meeting

Ms. Huber introduced the guests.

D. Approval of agenda and requested changes to consent items

A motion was made by Dr. Chapel, seconded by Mrs. Watson, to:

Approve the agenda and consent items.

A roll call vote was taken.

Botterbush	Absent
Chapel	Yes
Fitzgerald	Yes
Huber	Yes
Lauschke	Yes
St. Peters	Yes
Watson	Yes

Motion carried.

II. Open forum

Ms. Huber provided the guests an opportunity to speak but all declined.

III. Consent items

A motion was made by Mr. St. Peters, seconded by Mr. Lauschke, to:

Approve the consent items as follows:

- A. The minutes of the regular meeting conducted on January 15, 2009
- B. Bill lists for the periods ending January 9, 2009, and January 23, 2009, payable on the same dates
- C. Financial Statements for months ending January 31, 2009.

A roll call vote was taken.

Botterbush	Absent
Chapel	Yes
Fitzgerald	Yes
Huber	Yes
Lauschke	Yes
St. Peters	Yes
Watson	Yes

Motion carried.

Mrs. Barb Ulffers, HPLD Acquisitions/Cataloging/Processing Manager, entered the meeting at 7:06 p.m.

IV. Committee Reports

A. Board Policy Development

Mr. St. Peters reported that the committee met earlier in the month and continued to work on board policies. The resulting policies are listed for approval in Item 5 of the agenda.

B. Building & Equipment

Mr. Lauschke reported that the committee met February 2nd and they got an update on the construction which seems to be going along pretty well. Mr. Lauschke again recommended that the board schedule a time with Mr. Owen to take a tour of the new

facility. Also discussed was the cost of equipment for photo ID library cards which is an item for discussion later in the meeting, the installation of security cameras, and copier proposals.

C. Finance & Insurance
There was no meeting.

D. Personnel
There was no meeting.

V. **Board Policies**

A. A motion was made by Mrs. Fitzgerald, seconded by Dr. Chapel, to:

Approve the following board policies for the **Corporate Structure/Board Organization** section of the Board Policy Manual:

1. Board Member Travel
2. Reimbursement of Expenses
3. Directors' and Officers' Errors & Omissions Insurance
4. Board Legal Counsel
5. Board Correspondence
6. Affiliations
7. Board Members Speaking for the Board
8. Authority of Board Members
9. Political & Legislative Activity
10. Board Member Orientation & Development
11. Board Member Orientation
12. Board Members as Advocates for THPLD
13. Measuring Community Needs & Concerns
14. Public Communications

After considerable discussion, it was decided to pull #4, Board Legal Counsel, to rework the policy and present it for approval at the next meeting. Also, in #11, Board Member Orientation, the acronym ABC (used twice) should be THPLD.

Ms. Huber called for a vote on the motion.

A roll call vote was taken.

Botterbush	Absent
Chapel	No
Fitzgerald	No
Huber	No
Lauschke	No
St. Peters	No
Watson	No

Motion failed.

A motion was made by Mrs. Watson, seconded by Mr. St. Peters, to:

Approve the above corrected board policies for the **Corporate Structure/Board Organization** section of the Board Policy Manual, except for #4 (Board Legal Counsel) which has been pulled.

A roll call vote was taken.

Botterbush	Absent
Chapel	Yes
Fitzgerald	Yes
Huber	Yes
Lauschke	Yes
St. Peters	Yes
Watson	Yes

Motion carried.

VI. Financing Documents

A. A motion was made by Mr. St. Peters, seconded by Mrs. Watson, to:

Approve financing documents from Cornerstone Bank.

Mr. Eastman distributed the resolution to be adopted. The bank requires an actual approved document (resolution).

A roll call vote was taken.

Botterbush	Absent
Chapel	Yes
Fitzgerald	Yes
Huber	Yes
Lauschke	Yes
St. Peters	Yes
Watson	Yes

Motion carried.

VII. Closed Minutes Review

A. A motion was made by Mr. Lauschke, seconded by Mrs. Watson, to:

Approve reclassifying closed minutes to open minutes.

Ms. Huber reminded the board that a review must be completed every six months. Mr. Owen distributed a list of twelve closed session minutes that he and Ms. Huber reviewed. The list dated back to 1995 and the minutes are very general in content. See attachment at end of minutes.

A roll call vote was taken.

Botterbush	Absent
Chapel	Yes
Fitzgerald	Yes
Huber	Yes
Lauschke	No
St. Peters	Yes
Watson	No

Motion carried.

VIII. Meeting Date Change

- A. Because next month's regular board meeting falls on March 19, two days before the mall library's grand opening on March 21, an alternate date was discussed for the March board meeting.

A motion was made by Mr. St. Peters, seconded by Mr. Lauschke, to:

Approve changing the regular board meeting date from March 19, 2009 to March 2, 2009.

A roll call vote was taken.

Botterbush	Absent
Chapel	Yes
Fitzgerald	Yes
Huber	Yes
Lauschke	Yes
St. Peters	Yes
Watson	Yes

Motion carried.

IX. Director's Report

Mr. Owen announced that the Employee of the Month for February is Sam Wuellner.

The Cash & Investment Report for January was distributed.

Mr. Owen reported that board packets will now be posted to the new web site which will be launched next week. Instructions for accessing the board packets was distributed.

X. General Discussion

- A. Mr. Owen distributed a list of the special programs and activities for Grand Opening Week at the new mall library. A special preview will take place from 5:30 – 7:30 p.m. on Friday night, March 20, 2009. Announcements and invitations will be mailed for the Friday and Saturday events.

B. Mr. Owen reported that the library is going to launch a new series of library cards. He passed around samples of adult, teen, and child cards. Mr. Owen also reviewed the equipment that would be necessary for these cards. This item will be on the March 2nd agenda for approval.

XI. Closed Session

A. A motion was made by Mr. Lauschke, seconded by Mrs. Fitzgerald, to:

Approve entering closed session for the purpose of discussing the appointment, employment, compensation, discipline, performance or dismissal of specific employees.

A roll call vote was taken.

Botterbush	Absent
Chapel	Yes
Fitzgerald	Yes
Huber	Yes
Lauschke	Yes
St. Peters	Yes
Watson	Yes

Motion carried.

The board entered closed session at 8:23 p.m.

B. A motion was made by Mr. St. Peters, seconded by Dr. Chapel, to:

Approve returning to open session.

A roll call vote was taken.

Botterbush	Absent
Chapel	Yes
Fitzgerald	Yes
Huber	Yes
Lauschke	Yes
St. Peters	Yes
Watson	Yes

Motion carried.

The board returned to open session at 10:05 p.m.

XII. Compensation

A motion was made by Mr. Lauschke, seconded by Dr. Chapel, to:

Table taking action on percentage change in the director's compensation until the March 2nd meeting.

A roll call vote was taken.

Botterbush	Absent
Chapel	Yes
Fitzgerald	Yes
Huber	Yes
Lauschke	Yes
St. Peters	Yes
Watson	Yes

Motion carried.

XIII. Adjournment

The meeting adjourned at 10:10 p.m.

Approved by HPLD Board Action on _____.

Daniel W. St. Peters, Secretary