

**THE HAYNER PUBLIC LIBRARY DISTRICT  
TRUSTEE MEETING MINUTES  
MAY 21, 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
Mr. Dan St. Peters	Secretary
Dr. Kevin Chapel	Treasurer
Mr. Kevin Botterbush	Trustee
Mrs. Mary Lou Watson	Trustee

Members absent:

Mr. Rick Lauschke	Trustee (Excused)
Mrs. Sue Fitzgerald	Vice-President (Excused)

Others present:

Mr. Jeffrey Owen	HPLD Executive Director
Mrs. Barb Ulfers	HPLD Acquisitions/Cataloging/Processing
Mrs. Sarah Huber	Jennie D. Hayner Library Association

C. Recognition of visitors to the meeting

Ms. Huber introduced the guests.

D. Approval of agenda and requested changes to consent items

Ms. Huber stated there was no Financial Statements for the months ending April 30, 2009, due to Ms. Gladys Butler's illness. This report was not completed prior to her absence.

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

Approve the agenda and amended consent items.

A roll call vote was taken.

Botterbush	Yes
Chapel	Yes
Fitzgerald	Absent
Huber	Yes
Lauschke	Absent
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 Mrs. Watson, seconded by Mr. Botterbush, to:

Approve the consent items as follows:

- A. The minutes of the regular meeting conducted on April 16, 2009
- B. The minutes of the special meeting conducted May 4, 2009, both open and closed
- C. Bill lists for the periods ending April 3 and 17, 2009, payable on the same dates

A roll call vote was taken.

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

Motion carried.

**IV. Trustee Recognition**

Mrs. Fitzgerald was absent from the meeting so no formal recognition could be extended. Ms. Huber stated that Mrs. Fitzgerald requested that a book on the subject of quilting be purchased and a bookplate recognizing her term on the board would be included. The board agreed. Mr. Owen will have Mrs. Katie Schrimpf select a title as soon as possible.

**V. Oath Administration**

Mr. Dan St. Peters, Secretary, administered the oath to recently re-elected trustee,

Mary DeGrand Watson.

Ms. Huber stated that Ms. Watson was the only candidate on the ballot. She declared a vacancy on the board with the departure of Mrs. Fitzgerald.

**VI. Sine Die Adjournment**

Mrs. Watson moved that the former board be adjourned under the Sine Die provision.

This board adjourned at 7:17 p.m.

**VII. Reorganization of the Board of Trustees**

A. A roll call was made of the new board, determining a quorum by the following responses:

Members present:

Mr. Kevin Botterbush  
Dr. Kevin Chapel  
Ms. Susan Huber  
Mr. Dan St. Peters  
Mrs. Mary Lou Watson

Members absent:

Mr. Rick Lauschke (Excused)

B. Ms. Huber appointed Mr. Botterbush as the temporary chair

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

Approve the slate of officers for the 2009-2011 term, as presented by the Nominating Committee. The slate was as follows: Rick Lauschke, President; Mr. Dan St. Peters, Vice-President; Mrs. Mary Watson DeGrand, Secretary; Dr. Kevin Chapel, Treasurer.

A roll call vote was taken.

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

In Mr. Lauschke's absence, Mr. St. Peters, newly elected Vice-President, began chairing the meeting.

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

Approve bank resolutions changing the authorizations following the election of new officers.

A roll call vote was taken.

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

Motion carried.

- E. Due to Mr. Lauschke's absence, the item calling for appointment of standing committees and committee chairpersons was not addressed. The members present asked Mr. Owen to obtain the appointments from Mr. Lauschke and post them on the board website.

## **VIII. Committees**

### **A. Building & Equipment**

Dr. Chapel reported in Mr. Lauschke's absence. He stated the committee had met earlier that same day to review the qualifications received from architectural firms. Six firms responded and of the six, four were selected for personal presentations/interviews to be held on June 1, 2009, at 6:30. He stated the committee determined work priorities and a tentative budget for the same. The future of the Hudson Building was also discussed.

### **B. Board Policy Development**

Mr. St. Peters reported the committee met and completed policies that appear later on the agenda for board approval. Next month the committee will present the "Committee" section for board approval. The agenda for the committee's next meeting will include reviewing the "Officers" section of the policy and ready it for board approval in July. He added that the committee reviewed a "Board Development Committee" as part of their current work. This committee would be responsible for board development through continuing education opportunities, conference attendance, etc. They would also be mostly responsible for coordinating recommendations for board positions, encouraging potential candidates to appear on the ballot for election to the board. The consensus was for Mr. Lauschke to first establish this as a special committee for one year and at the end of the first year, an evaluation be made as to the ongoing need for the committee. If it is determined that the committee should continue, then the recommendation would be for this to become a standing committee.

### **C. Finance & Insurance**

Dr. Chapel reported there was no meeting.

D. Personnel

Mrs. Watson reported there was no meeting.

**IX. Board Policies**

A. A motion was made by Ms. Huber, seconded by Dr. Chapel, to:

Approve the following board policies as recommended by the Board Policy Development Committee:

- A. Board Member Management of Staff & Public Concerns
- B. Guidelines for Processing Public Complaints
- C. Step-by-Step Process for Persons Other than Hayner Public Library District Staff to File a Complaint
- D. The Hayner Public Library District Official Complaint Form
- E. Annual Report
- F. Board Legal Counsel

Ms. Huber inquired about the annual report section. Mr. Owen clarified that this was referring to the annual audit report. This language will be incorporated into the policy document to maintain this clarification.

The motion was amended to incorporate this change.

A roll call vote was taken on the amended motion.

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

Motion carried.

**X. Long Range Planning Consultant**

The library district's current long range plan expires in 2009. Mr. Owen presented a proposal from Wiseman Consulting & Training for their assistance once again in updating this plan.

A motion was made by Ms. Huber, seconded by Mrs. Watson, to:

Approve the proposal received from Wiseman Consulting & Training for updating the district's long range plan.

A roll call vote was taken.

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

Motion failed.

It was discussed and decided that the board would begin this process and if, at a later time, it was determined that outside, professional assistance was needed the Wiseman's proposal would be reconsidered.

**XI. Meeting Date Ordinance**

A motion was made by Mr. Botterbush, seconded by Ms. Huber, to approve Ordinance 09-4, setting the meeting dates for fiscal year 2009-2010 as follows:

<u>2009</u>	<u>2010</u>
July 23	January 21
August 20	February 18
September 17	March 18
October 15	April 15
November 19	May 20
December 17	June 17

A roll call vote was taken.

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

Motion carried.

**XII. Board Vacancy**

Letters had been received from the following individuals, expressing their interest in being considered to fill the board vacancy:

- Barbara Gillian, Alton High School Principal
- David Wiseman, Member of The Friends of Hayner Library
- David Schmalbeck, Businessman and Library User

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

Approve entering closed session (per 5 ILCS 120/2(c)) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

A roll call vote was taken.

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

The board entered into closed session 7:35 p.m.

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

Return to open session.

A roll call vote was taken.

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

The board reentered open session at 8:01 p.m.

A motion was made by Mr. Botterbush, seconded by Ms. Huber, to:

Appoint David Schmalbeck to fill the previously declared vacancy on the board.

A roll call vote was taken.

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

Motion passed.

### **XIII. Director's Report**

Mr. Owen stated he is respectfully not processing the stipend payment of \$1,500 her board approved after his annual review. He voiced his concerns and stated he felt he was

being hypocritical if he accepted the stipend because there is no history demonstrating the library district having ever paid “bonuses”. Ms. Huber stated her concern over the reported input of staff members that the director was receiving a “bonus”. She clarified that the \$1,500 was the Executive Director pay raise in one lump sum for his annual review because the board did not want anything accumulative at this time. There was more discussion, however, Mr. Owen maintained his position on the matter and turned down the \$1,500.

**XIV. General Discussion**

There was no discussion under this provision.

**XV. Adjournment**

Mrs. Watson called for adjournment at 8:21 p.m.

Approved by HPLD Board Action on \_\_\_\_\_.

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Daniel W. St. Peters, Secretary