

**THE HAYNER PUBLIC LIBRARY DISTRICT  
TRUSTEE MEETING MINUTES  
JULY 23, 2009  
FRANCES METZGER CONFERENCE ROOM  
401 STATE STREET, ALTON, ILLINOIS 62002**

**I. Opening of Meeting**

A. Call to order

Mr. Rick Lauschke, President, presided and called the meeting to order at 7:00 p.m.

B. Determination of a quorum

Members present:

Mr. Rick Lauschke	President
Mrs. Mary Lou Watson	Secretary
Mr. Kevin Botterbush	Trustee
Ms. Susan Huber	Trustee
Mr. David Schmalbeck	Trustee

Members absent:

Mr. Dan St. Peters	Vice-President (Excused)
Dr. Kevin Chapel	Treasurer (Excused)

Others present:

Mr. Jeffrey Owen	HPLD Executive Director
Mr. C. Dana Eastman	HPLD Attorney
Ms. Gladys Butler	HPLD Business Operations/HR
Ms. Emily Irvine	HPLD Business Operations/HR Asst.
Mrs. Barbara Ulfers	HPLD Acquisitions/Cataloging/Processing

C. Recognition of visitors to the meeting

Mr. Lauschke introduced the guests.

D. Approval of agenda and requested changes to consent items

Ms. Huber requested that the minutes of the regular meeting conducted on May 21, 2009, and June 18, 2009, be pulled for discussion.

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

Approve the amended agenda and consent items.

A roll call vote was taken.

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

Motion carried.

## II. Open forum

Mr. Lauschke provided the guests an opportunity to speak but all declined.

## III. Consent items

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

Approve the consent items as follows:

- C. Approval of the bill lists for the periods ending June 12, 2009 and June 26, 2009, payable on the same dates
- D. Financial Statements for the months ending June 30, 2009, subject to audit.

A roll call vote was taken.

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

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

Approve the minutes of the regular meeting conducted on May 21, 2009, and the minutes of the regular meeting conducted on June 18, 2009.

Ms. Huber requested the May 21, 2009 minutes be pulled because of her concern that Mr. Owen changed the minutes (Director's Report) from what was originally posted for the board to what she suggested/recommended. She did not want the board thinking that she required this change. The consensus was to accept the minutes with Ms. Huber's change.

Ms. Huber then stated that although she did not attend the June 18, 2009, meeting, she had concerns about a former board member being specifically named. After some discussion, the minutes were amended as Ms. Huber requested.

Ms. Huber then asked Mr. Owen if there was any need for board members to respond with changes to the minutes. Mr. Owen reminded Ms. Huber and the board that she (Ms. Huber) established the protocol that individual board members were not to make requested changes to the minutes that affected the information being communicated. Staff members should only make grammatical changes. Possible informational changes would be discussed and determined by the full board. There was continued discussion with alternative recommendations considered. The final consensus was that the board would follow this same protocol.

A roll call vote was taken to approve the May 21, 2009, minutes as presented, and the June 18, 2009, minutes as amended.

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

Motion carried.

#### **IV. Committees**

##### **A. Board Policy Development**

Mrs. Watson reported in Mr. St. Peters's absence. She stated several policies were developed that will be addressed later in the meeting.

##### **B. Building & Equipment**

Mr. Kevin Botterbush reported, in Mr. St. Peters's absence, that the committee met with Mr. Mike Lefferson of Lefferson and Associates. The purpose of the meeting was to begin the planning process for renovation of the downtown buildings. He added that the committee also discussed the mall's reoccurring water leaks into the library's new space.

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

Ms. Huber reported in Dr. Chapel's absence. Mr. Owen reviewed fiscal year 2010 budget and insurance matters. The budget Appropriation Ordinances have been posted to the board's website and will appear later in the agenda for approval.

##### **D. Personnel**

Mrs. Watson reported that the committee met to finalize the Director's goals and objectives. This will be discussed as an actionable item later in the agenda.

**V. Appropriation Ordinances**

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

Approve the following Appropriation Ordinances:

- 09-5      Audit Fund
- 09-6      Building & Equipment Fund
- 09-7      General Fund
- 09-8      Illinois Municipal Retirement Fund
- 09-9      Insurance Fund
- 09-10     Social Security Fund

A roll call vote was taken.

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

Motion carried.

**VI. Board Policy**

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

Approve the following sections of the Board Policy Manual:

- Committees of the Board
- Board Officers

A roll call was taken.

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

Motion carried.

**VII. Policy Approval**

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

Approve Ordinance 09-11, an ordinance approving The Hayner Public Library District Computer & Electronic Access Policy.

Mrs. Watson asked about the use the term “chat room.” She believed that this was an outdated term. Mr. Schmalbeck proposed that the language reflect “social networking” as opposed to “chat rooms.”

Mr. Lauschke requested clarification on the meaning of the unacceptable use of “using the network for private or commercial gain” and the network etiquette of not revealing personal addresses or telephone numbers. Mr. Eastman clarified that both points require a certain amount of discretion that allows for actionable authority as needed; the points are not absolute in all cases.

A roll call vote was taken.

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

Motion carried.

**VIII. Long Range Plan**

Mr. Owen distributed the Long Range Plan for 2004-2009. Mr. Lauschke requested that the trustees review the plan before the next board meeting for discussion. There will an item on the agenda of the August board meeting for this purpose.

**IX. Architectural Proposal**

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

Approve the proposal presented by Lefferson & Associates Incorporated.

There was general discussion about the proposed plan for downtown renovation. Mr. Eastman brought to the board’s attention that the efflorescence matter is proposed on an hourly basis. Mr. Owen stated that he spoke with Mr. Lefferson earlier in the day. Mr. Lefferson could not provide an estimated time to complete this work. He is, however, willing to work on a renewable “not-to-exceed” basis. Mr. Owen added that Mr. Lefferson will be consulting a masonry specialist and this will be at no charge to the district.

Mr. Owen stated that the HVAC work will require relocation of the entire staff in the Hayner Building. He will be researching various places to relocate the staff, both internally and externally.

A roll call vote was taken.

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

Motion carried.

## **X. Goals & Objectives**

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

Approve the Director's revised goals and objectives.

There were a number of questions regarding the goals and objectives that were addressed during the ensuing discussion. As a result, some amendments were made to the final document.

Mrs. Watson informed the board that one additional goal had been added by Mr. Owen.

The original motion was amended, calling for approval of the Director's goals and objectives, to reflect the changes as a result of this discussion.

A roll call vote was taken.

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

Motion carried.

## **XI. Director's Report**

Mr. Owen reported that the district received the \$700,000 reimbursement from Coyote Management. A copy of the letter received with the reimbursement was presented to the board. He also presented a copy of a letter received from Lori Ehlers, Alton Square

Manager, responding to a letter from Mr. Owen concerning damages as a result of the leaks/flooding in the new library space. Mr. Owen is waiting to submit bills for reimbursement of these damages until it is determined that the repairs made by the mall have remedied the situation. Mr. Owen also briefly discussed his visit earlier in the day with Alton Police Chief, Chris Sullivan, concerning handicapped parking spaces in downtown Alton.

**XII. General Discussion**

There was no discussion under this provision.

**XIII. Closed Session**

Mr. Lauschke stated that he failed to pull the closed session from the agenda at the top of the meeting.

**XIV. Adjournment**

There being no further business, the meeting was adjourned at 8:02 p.m.

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

\_\_\_\_\_  
Mary DeGrand Watson, Secretary