

**THE HAYNER PUBLIC LIBRARY DISTRICT  
TRUSTEE MEETING MINUTES  
SEPTEMBER 17, 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
Mr. Dan St. Peters	Vice-President
Mrs. Mary Lou Watson	Secretary
Dr. Kevin Chapel	Treasurer
Mr. Kevin Botterbush	Trustee
Mr. David Schmalbeck	Trustee

Members absent:

Ms. Susan Huber	Trustee
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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
Ms. Emily Irvine	HPLD Business Operations/HR Asst.
Mrs. Barbara Ulfers	HPLD Acquisitions/Cataloging/Processing
Mrs. Cathie Lamere	HPLD Genealogy & Local History Mgr.

C. Recognition of visitors to the meeting

Mr. Lauschke introduced the guests.

D. Approval of agenda and requested changes to consent items

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

Approve the agenda and consent items.

A roll call vote was taken.

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

Approve the consent items as follows:

- A. Approval of the minutes of the regular meeting conducted on August 20, 2009
- B. Approval of the minutes of the closed session conducted August 20, 2009
- C. Approval of the bill lists for the periods ending August 7, 2009 and August 21, 2009, payable on the same dates

A roll call vote was taken.

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

Motion carried.

## IV. Committees

### A. Board Policy Development

Mr. St. Peters reported that the committee did not meet in September but will meet in October to finalize the *Executive Director Responsibilities & Functions* chapter and begin on the *Board Meeting* section.

### B. Building & Equipment

Mr. St. Peters reported that the committee met on August 31, 2009 with Mr. Lefferson to discuss various layout ideas. The committee is currently waiting on the HVAC study in order to determine cost before finalizing the plan. The committee hopes to meet on the 28<sup>th</sup> of September. Mr. Lefferson recommended hiring a

structural engineer to examine the Hudson Building; the building has since been examined and was found to be structurally sound while needing repairs. The roof on the Downtown building will likely need to be replaced in the next five years. A bid was obtained from Jourdain Roofing regarding roof repairs concerning both the Hudson Building and Downtown location. BCA invoices on the architectural bill from the Square location were discussed, and further review of these invoices is on the agenda for the next committee meeting. A solution was created for the property line matter concerning Mr. Deem which will be discussed later in this meeting.

C. Finance & Insurance

Dr. Chapel reported that the committee met to go over a budget for the 401 State Street location. The committee decided to keep a ten month reserve from the Building and Equipment fund. This would budget \$680,000, un-borrowed. The \$700,000 reimbursement from Coyote will be used to repay the working cash loan (\$226,887.45). The balance will be divided with \$86,652 reserved for monthly bank loan payments over the next fiscal year and approximately \$386,000 paid directly to principle on the bank loan.

D. Personnel

Mrs. Watson reported that the committee did not meet.

V. Lease Proposal

There was discussion concerning the recommended lease between THPLD and the homeowner at 411 State Street as recommended by the Building & Equipment Committee.

Mr. St. Peters reported that the Building & Equipment Committee recommends that we offer Mr. Deem a lease for the property, a 4' by 60' strip of land, with the condition being that it may not be permanently paved. The lease is not transferable and is terminable on Mr. Deem's sale to another. In the event of sale, the gravel will be removed; the current gravel was laid by the previous owner. Insurance issues will be addressed once the proposal is formalized. Rent per the lease will be \$240 per year, and the property can be reclaimed with thirty days notice.

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

Approve authorizing library district attorney and Executive Director to execute lease agreement per the recommended terms

A roll call was taken.

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

Motion carried.

**VI. Levy Ordinances**

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

- A. Approve the following levy ordinances:
  - 09-12 Audit Fund
  - 09-13 Building & Equipment
  - 09-14 General Fund
  - 09-15 Illinois Municipal Retirement Fund
  - 09-16 Insurance Fund
  - 09-17 Social Security Fund

A roll call was taken.

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

Motion carried.

**VII. Resignation**

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

Approve resignation of board member Susan Huber and to declare board vacancy.

A roll call vote was taken

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

Motion carried.

**VIII. Vacancy**

There was discussion to fill trustee vacancy.

Mr. Lauschke discussed the possibility of a potential candidate in Barb Gillian who is a principal in the Alton School District. David Wiseman has also expressed interest in a position on the board. Mr. Lauschke stated that he would like to have the position filled by the next board meeting if possible.

**IX. Long Range Plan**

There was discussion concerning the revision of the district's Long Range Plan.

Mr. Owen presented that the staff is looking at three key points, the main point being literacy. Discussion also focused on the cultural aspects of technology and the library's ability to become a cultural center. Various partnerships were considered versus in-house space and the benefits of each. Mr. Lauschke closed by stating that the creation of a committee in conjunction with more of the staff's ideas could lend toward an effectual solution.

**X. Director's Report**

Mr. Owen invited the board members to the Greg Mortensen event. He also announced that the city is developing a new TIF district.

**XI. General Discussion**

Mr. Lauschke reviewed the monthly statistics, specifically the sharp increases in circulation and the self-checkout statistics. It was requested that the self-checkout statistics are measured more accurately by including patrons actually checking items out versus patrons visiting the library.

**XII. Adjournment**

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

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

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Mary DeGrand Watson, Secretary