

**THE HAYNER PUBLIC LIBRARY DISTRICT
TRUSTEE MEETING MINUTES
OCTOBER 15, 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

Members absent:

Mr. Kevin Botterbush	Trustee (Unexcused)
Mr. David Schmalbeck	Trustee (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
Mr. Steve Pembroke	Auditor from Scheffel & Company

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 Mrs. Watson, seconded by Mr. St. Peters, to:

Approve the agenda and consent items.

A roll call vote was taken.

Botterbush	Absent
Chapel	Yes
Lauschke	Yes
St. Peters	Yes
Schmalbeck	Absent
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. St. Peters, seconded by Dr. Chapel, to:

Approve the consent items as follows:

- A. Approval of the minutes of the regular meeting conducted on September 17, 2009
- B. Approval of the bill lists for the periods ending September 4, 2009 and September 18, 2009, payable on the same dates

A roll call vote was taken.

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

Motion carried.

IV. Audit Report

Mr. Botterbush arrived at 7:11 p.m.

Steve Pembrook from Scheffel & Company presented the annual audit for FY 2009. The firm gave an unqualified opinion, a clean audit for the District for FY 2009.

Mr. Pembrook left the meeting at 7:36 p.m.

V. Committees

- A. Board Policy Development

Mr. St. Peters reported that the committee finalized policies regarding the executive director and will be discussing the next chapter regarding board meetings at the next meeting.

B. Building & Equipment

Mr. St. Peters reported that the committee met with Mr. Lefferson to discuss the structural study performed on the Hudson Building. It has been determined that the Hudson Building cannot be used effectively as it would cost \$65,000 to bring it up to usable condition while still not meeting the requirements for general public or library use. The HVAC system was also discussed, and the committee made a design recommendation to Mr. Lefferson and is currently waiting on a proposal from Mr. Lefferson for that recommendation. The cost is estimated at \$130,000-\$175,000. Regarding the current leaks located in the teen area at the mall, it was announced that excavation has begun.

The Munters unit was discussed at length, specifically in regards to the letter Mr. Eastman is writing to resolve the warranty issues and the demands the board would like made in the aforementioned letter. It was concluded that Mr. Eastman's letter will ask for a warranty coverage extension reaching to March 2010. This will give an extra twenty four months coverage including every other month service visits.

C. Finance & Insurance

Dr. Chapel reported there was no meeting.

D. Personnel

Mrs. Watson reported there was no meeting.

VI. Policy Approval

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

Approve board policy, *Executive Director Responsibilities & Functions*, as recommended by the Board Policy Development Committee

A roll call vote was taken.

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

VII. Long Range Plan

Mr. Owen stated that he would like to have the Administrative Assistant, Kate Rose, begin to write up the plan; the goal is to have a rough draft ready by the November meeting and a final draft finished by the December meeting. The discussion was finalized with the concern of addressing a facilities plan and the intent to involve the board in the long range plan going forward.

VIII. Closed Session

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

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

A roll call vote was taken.

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

Motion carried.

The board approved entering closed session at 8:30 p.m.

Ms. Butler, Ms. Irvine, and Mrs. Ulffers left the meeting at 8:30 p.m.

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

Approve returning to open session.

A roll call vote was taken.

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

Motion carried.

The board returned to open session at 8:46 p.m. Ms. Butler and Ms. Irvine returned to the meeting at 8:47 p.m.

IX. Vacancy

Discussion of the vacancy will be addressed at the next meeting.

X. Director's Report

Mr. Owen reported that Mr. Eastman is currently working on several property tax objections. In addition, the Alton Square location recently had a mystery shopper and was rated at 93%. The District received three letters of thank you, one from Matthew Foley's family for the flowers sent for the death of his grandmother, another from the Alton Band and Orchestra Builders for a contribution in memory of our passed insurance agent, Tom Lewis, and the last from Midge Hallett regarding her retirement. Another item of interest discussed by Mr. Owen was Steve Cousley's invitation to members of the District to the Saint Louis Mercantile Library on the University of Missouri - St. Louis campus; Mr. Owen extended Mr. Cousley's invitation to anyone interested. Mr. Deem's insurance agent, John Rain, found an insurance company that will create a policy just for the piece of property being leased to Mr. Deem, and this policy will name the library as an additional insured. Staff member Stephanie Munson has started a program entitled *Operation Soldiers*. The program allows people to write a note to include in the purchased box of books to be sent to the soldiers; the cost is \$9.79 per box.

The Alton School District is developing a grade 6th through 12th charter school and would like to partner with the library district. The conditions involve a five year commitment, but anytime during these five years, the library district may withdraw if it sees fit. The commitment would not involve any monetary contribution on the district's part, but it would require a staff person to maintain accounting records of the funding. Pros and cons of such a partnership were discussed.

XI. General Discussion

There was no discussion under this provision.

XII. Adjournment

Mrs. Watson called for adjournment at 9:07 p.m.

Approved by HPLD Board Action on _____.

Mary Lou DeGrand Watson, Secretary