

**THE HAYNER PUBLIC LIBRARY DISTRICT
TRUSTEE MEETING MINUTES
NOVEMBER 19, 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 7:01 p.m.

B. Determination of a quorum/roll call

Members present:

| | |
|----------------------|----------------|
| Mr. Rick Lauschke | President |
| Mr. Dan St. Peters | Vice-President |
| Mrs. Mary Lou Watson | Secretary |
| Mr. David Schmalbeck | Trustee |

Members absent:

| | |
|----------------------|-----------------------|
| Dr. Kevin Chapel | Treasurer (Unexcused) |
| Mr. Kevin Botterbush | 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. |

C. Recognition of visitors to the meeting

Mr. Lauschke introduced the guests.

D. Approval of agenda

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

Approve the agenda.

A roll call vote was taken.

| | |
|------------|--------|
| Botterbush | Absent |
| Chapel | 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. St. Peters, seconded by Mrs. Watson, to:

Approve the consent items as follows:

- A. Approval of the minutes of the regular meeting conducted on October 15, 2009
- B. Approval of the bill lists for the periods ending October 2, 2009, October 16, 2009, and October 30, 2009, payable on the same dates

A roll call vote was taken.

| | |
|------------|--------|
| Botterbush | Absent |
| Chapel | 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 met on the 9th of November to discuss Chapter 4 policies entitled **Board Meetings** which will be ready for approval at the January meeting. The committee will not hold a December meeting.

B. Building & Equipment

Mr. St. Peters reported that the committee met on November 2nd and 16th to discuss the recent move out of the Hayner Building due to upcoming renovations; leaks

pertaining to the Alton Square facility were also an item of discussion. Mr. Owen stated that the recent check to PSA Dewberry/BCA in the amount of \$40,506.81 has cleared; this negates the District's remaining obligation to PSA/BCA. Land acquisition for library expansion was also discussed in accordance with the idea of keeping the District's own building and facility on the forefront. The committee met with Mike Lefferson to look at more detailed layout plans; the project will go out for bid and be published on December 2, 2009, pre-bid will take place on December 9, 2009, and the bid will close on December 17, 2009. The committee discussed the idea of offering display case sponsorship to members of the community. The certified low bids will be presented at the January 4th Building & Equipment meeting. Due to this schedule, the committee may require a special board meeting in the first week of January.

C. Finance & Insurance

Dr. Chapel was not present to report.

D. Personnel

Mrs. Watson reported that the committee did not meet.

V. Contract Approval

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

Approve Lefferson & Associates contract with conditions as imposed by the Executive Director and Attorney, which includes the following:

1. Engineering proposal for the electrical and plumbing, HVAC, and structural modification to the former Hayner Youth Library, 401 State Street, Alton, IL
2. Architectural and interior design development, construction drawings, and written specifications for modifications to the former Hayner Youth Library, 401 State Street, Alton, IL

Mr. Eastman requested that the contract include lien waivers, bonding, and clarification of the thirty day payment due date and accrual of interest. Mr. Owen agreed that the contract should be approved subject to these conditions being met.

A roll call vote was taken.

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

Motion carried.

VI. Long Range Plan

Mr. Owen defined “outreach” at the request of Mr. Lauschke as the library’s efforts to bring specific public demographics into the library. Mrs. Watson asked what the District’s responsibility is to special needs and requested that both adult and juvenile special needs be added to the plan as an additional outreach focus. Mrs. Watson also asked what state literacy programs are available and suggested research is done in this area to broaden the literacy partnerships as currently detailed in the plan. Mr. Owen requested the board review the Long Range Plan rough draft as provided to them at this meeting and return comments by November 30, 2009. The draft will be edited by Mr. Owen and his administrative assistant, Kate Rose, to include the board’s suggestions.

VII. Closed Session

A. A motion was made by Mrs. Watson, seconded by Mr. Schmalbeck, 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 | Absent |
| Chapel | Absent |
| Lauschke | Yes |
| St. Peters | Yes |
| Schmalbeck | Yes |
| Watson | Yes |

Motion carried.

The board approved entering closed session at 7:40 p.m.

Ms. Butler and Ms. Irvine left the meeting at 7:40 p.m.

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

Approve returning to open session.

A roll call vote was taken.

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

Motion carried.

The board returned to open session at 7:45 p.m. Ms. Irvine returned to the meeting at 7:46 p.m.

VIII. Vacancy

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

Approve appointment of Karen McAtee to the Hayner Public Library District's Board of Trustees.

A roll call vote was taken.

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

Motion carried.

IX. Director's Report

Mr. Owen reported that the Village of Elsah is no longer sponsoring non-resident cards; the Village may consider partial funding in 3-4 months. Due to this, the district will lose the revenue acquired from offering non-resident cards as a patron must go to his or her own library to get the non-resident card. However, the patron will still be a member of the Lewis and Clark Library System and will be able to borrow from Hayner.

Mr. Owen also reported that the recent wreck involving the district's van and employee, John Daubman, incurred \$530 worth of damages. The van was rear-ended by a client of Madison Mutual Insurance Company. Madison Mutual has offered to pay \$19 on the van and none of Mr. Daubman's medical bills.

The tree lighting for Taste of Downtown Alton starts at 5:30 p.m. on November 20, 2009 at Spirits; the cost is \$5.

The Hayner Holiday Party will be held on December 4th; social hour begins at 5:30 p.m., and dinner will be served at 6:30 p.m.

The ILA Reporter magazine would like to use the Alton Square facility for promotional purposes and will be featuring the library in the February issue.

Self-check statistics were discussed and the progress that has been made in being able to compare self-check usage to person-to-person checkout. Ms. Irvine and Mr. Owen

reported that currently no progress has been made as the Lewis and Clark Library System can only report checkouts as pertaining to the self-checks as a whole and not by location due to the machines being behind HPLD's firewall. Further research is being done jointly by HPLD staff and LCLS to investigate this issue. Other areas of concern surrounding the current LCLS fee structure, especially in regards to the SIP license, were discussed.

X. General Discussion

There was no discussion under this provision.

XI. Adjournment

Mrs. Watson called for adjournment at 8:15 p.m.

Approved by HPLD Board Action on _____.

Mary Lou DeGrand Watson, Secretary