

**THE HAYNER PUBLIC LIBRARY DISTRICT
TRUSTEE MEETING MINUTES
DECEMBER 17, 2009
MULTI-PURPOSE ROOM
132 ALTON SQUARE, 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
Mrs. Karen McAtee	Trustee

Members absent:

Mr. Kevin Botterbush	Trustee (Excused)
Mr. David Schmalbeck	Trustee (Excused)

Others present:

Mr. Jeffrey Owen	HPLD Executive Director
Mr. C. Dana Eastman	HPLD Attorney
Ms. Emily Irvine	HPLD Business Operations/HR Asst.
Mrs. Barbara Ulfers	HPLD Acquisitions/Cataloging/Processing
Mr. Mike Lefferson	Lefferson & Associates Architect
Mrs. Nancy Simpson	Jennie D. Hayner Library Association

C. Recognition of visitors to the meeting

Mr. Lauschke introduced the guests.

D. Approval of agenda

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

Approve the agenda.

A roll call vote was taken.

Botterbush	Absent
Chapel	Yes
Lauschke	Yes
McAtee	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. Oath Administration

The oath of office was administered to the recently appointed trustee, Mrs. Karen McAtee. She was appointed to fill a vacancy for a term that will expire with the next election.

IV. 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 special meeting conducted on October 22, 2009
- B. Approval of the minutes of the regular meeting conducted on November 19, 2009
- C. Approval of the bill lists for the periods ending November 13, 2009 and November 27, 2009, payable on the same dates
- D. Financial Statements for months ending July 31, 2009; August 31, 2009; September 30, 2009; October 31, 2009; and November 30, 2009

A roll call vote was taken.

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

Motion carried.

V. Architectural Presentation

Mr. Lefferson, architect from Lefferson & Associates, presented the upper level and lower level floor plans for the Hayner Building renovations. The upper level is to become

the center for genealogy and expansion upon the Illinois room as a step toward museum-like treatment of historical documents and artifacts. The plans for this level involve a reinvention of this room as both a research room and display room for the housing of said artifacts while also combining versatility for the possibility of public functions. The lower level floor plan was presented as it will continue to contain the administrative and technical services staff once renovated. Carpet samples, paint, flooring and upholstery were also presented in addition to discussion of the project details and time frame. Currently, the hope is to begin renovations on or around February 1, 2010.

Mr. Lefferson left the meeting at 7:45 p.m.

VI. Committees

A. Board Policy Development

Mr. St. Peters reported that the committee did not meet in December. The next meeting will be held on January 11, 2010.

B. Building & Equipment

Mr. St. Peters reported that the committee did not meet. The next meeting will be held in January.

C. Finance & Insurance

Dr. Chapel reported that the committee did not meet.

D. Personnel

Mrs. Watson reported that the committee did not meet.

VII. Policy Approval

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

Approve *Chapter 4 – Board Meetings* section of the Board Policy Manual as recommended by the Board Policy Development Committee and as amended following board discussion.

A roll call vote was taken.

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

Motion carried

VIII. Long Range Plan

Several aspects of the plan as presented were discussed. It was decided that the plan will be tabled until the January meeting as it requires further review and possible revisions.

IX. Director's Report

Mr. Owen had nothing to report.

X. General Discussion

Mr. Schmalbeck entered the meeting at 8:20 p.m.

Display case sponsorships were discussed in relation to the preparation of notifying and gathering sponsors. Mr. Owen posed a question about rejecting bids; specifically, is the rejection of a bid based on negative prior library district experience or can an architect's experience influence board decision? Mr. Eastman replied that the board has to accept or reject the bids from contractors; rejection must be based on good reason that can be substantiated without regard to library specific past experience. Mr. Owen inquired of Mr. Eastman as to whether or not there had been any further word on the matter of the Munters unit warranty. The warranty expires in February, and if it is not extended, Mr. Eastman recommended that action be taken if and when there is a breach.

XI. Adjournment

There being no further business, the meeting was adjourned at 8:35 p.m.

Approved by HPLD Board Action on _____.

Mary DeGrand Watson, Secretary