

**THE HAYNER PUBLIC LIBRARY DISTRICT  
TRUSTEE MEETING MINUTES  
JANUARY 21, 2010  
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
Mrs. Mary Lou Watson	Secretary
Mr. Kevin Botterbush	Trustee (Conference Phone)
Mr. David Schmalbeck	Trustee
Mrs. Karen McAtee	Trustee

Members absent:

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

Others present:

Mr. Jeffrey Owen	HPLD Executive Director
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	Yes
Chapel	Absent
Lauschke	Yes
McAtee	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 Mr. Botterbush, seconded by Mr. Schmalbeck, to:

Approve the consent items as follows:

- A. Approval of the minutes of the regular meeting conducted on December 17, 2009
- B. Approval of the bill lists for the periods ending December 11, 2009 and December 24, 2009, payable on the same dates
- C. Financial Statements for months ending December 31, 2009

A roll call vote was taken.

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

Motion carried.

## IV. Committees

### A. Board Policy Development

Mrs. Watson reported that the committee did not meet. The next committee meeting will be held on Monday, February 8<sup>th</sup>, 2010.

B. Building & Equipment

Mr. St. Peters was not present to report.

C. Finance & Insurance

Dr. Chapel was not present to report.

D. Personnel

Mrs. Watson reported that the committee discussed the Executive Director's evaluation, staff satisfaction surveys, employee benefit options, and staff development day. In regards to the director's evaluation, the committee decided to wait to go into closed session until the February board meeting to discuss the Executive Director's evaluation and compensation. At the March board meeting, a closed session will be held to discuss the evaluation with the director.

The committee is also working on a staff satisfaction survey as well as researching new employee benefit options, specifically in relation to eye care. The cost of the insurance is to be borne by the employee and is set at roughly \$7/month and \$8/month, depending on the corresponding level of benefit offering by Delta Dental.

Mrs. Watson reported that the committee discussed staff development day as evolving into an annual event designated by one, specific day set aside for that purpose. The proposed date of such an event is the second Wednesday each April and will appear on the February board meeting agenda as an actionable item.

The next committee meeting will be held on Monday, February 8<sup>th</sup>, 2010, immediately following the Board Policy Development Committee meeting.

V. Long Range Plan

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

Approve the revised Long Range Plan document covering the period 2010-2015.

A roll call vote was taken.

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

Motion carried

**VI. Director's Report**

Mr. Owen reported that the recent contribution made to the National Multiple Sclerosis Society of St. Louis in memory of Mr. Eastman's mother evoked a letter from the Society which was shared with the board. Other documents recently received by Mr. Owen and shared were a letter from Lewis & Clark Library System detailing the value of the library's services received from LCLS, and a financial statement provided by the Friends of the Library per board policy. The Ulmrich memorial plaque was also presented in addition to a declaration that the recent Mission Recognition banquet went well.

**VII. General Discussion**

Mr. Lauschke re-visited earlier discussion of starting a fundraising committee. The hope would be to include board members, the director, staff, and members of the community. The goal would be to start raising funds in late summer or early fall in order to begin generating revenue to feed into Building & Equipment expansion funds. Board candidates were discussed as possible members of this committee. Mr. Botterbush was designated as head of the committee; Mrs. McAtee was asked to serve as the second board member, and she accepted. Mr. Owen expressed concern about a committee made up of a non-quorum forming number in accordance with board policy and requested that Mr. Eastman be consulted on this matter.

**VIII. Closed Session**

This item was pulled from the agenda and will be included on the February agenda.

**IX. Adjournment**

There being no further business, the meeting was adjourned at 7:22 p.m.

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

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Mary DeGrand Watson, Secretary