

**THE HAYNER PUBLIC LIBRARY DISTRICT
TRUSTEE MEETING MINUTES
FEBRUARY 18, 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 7:03 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
Mrs. Karen McAtee	Trustee
Mr. David Schmalbeck	Trustee

Members absent:

Others present:

Mr. Jeffrey Owen	HPLD Executive Director
Mr. C. Dana Eastman	HPLD Attorney
Ms. Emily Irvine	HPLD Business Operations/HR Asst.
Mrs. Cathie Lamere	HPLD Genealogy & Local History Mgr.
Mrs. Barbara Ulfers	HPLD Employee
Mrs. Laurie Milnor	Jennie D. Hayner Library Association
Mr. P.J. Jun	Jun Construction Company

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	Yes
Chapel	Yes
Lauschke	Yes
McAtee	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 Mr. Schmalbeck, to:

Approve the consent items as follows:

- A. Approval of the minutes of the closed session conducted October 15, 2009
- B. Approval of the minutes of the closed session conducted November 19, 2009
- C. Approval of the minutes of the regular meeting conducted on January 21, 2010
- D. Approval of the bill lists for the periods ending January 8, 2010 and January 22, 2010, payable on the same dates
- E. Financial Statements for months ending January 31, 2010

A roll call vote was taken.

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

Motion carried.

IV. Committees

A. Board Policy Development

Mr. St. Peters reported that the approved policies have been added to the website. In regards to board committees, the bylaws were reviewed and no change was recommended per Mr. Eastman's advice. The next meeting will be March 8, 2010.

B. Building & Equipment

Mr. St. Peters reported that the committee did not meet. Mr. Owen is moving forward with remediation bids. The next meeting will be March 1, 2010 if not sooner.

C. Finance & Insurance

Dr. Chapel reported that the committee met on February 10, 2010 to discuss financing for the Hayner Building project as well as new bids on the district insurance and possibly seeking the assistance of an insurance consultant. The next meeting will be held on February 22, 2010 to finalize the funding details which will be voted on at the Special Board Meeting to be held shortly thereafter.

D. Personnel

Mrs. Watson reported that the committee worked on the staff satisfaction survey which will be continued at the next meeting in addition to the Executive Director's goals and objectives. The next meeting will be held in March.

V. **Semi-Annual Closed Minutes Review**

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

Approve opening specific closed minutes per the recommendation of the Board President and Executive Director.

The recommended closed minutes are as follows:

October 9, 1996
October 8, 1997
April 12, 2000
May 10, 2000
July 19, 2000
September 14, 2000
March 14, 2001
April 11, 2001
May 9, 2001
September 12, 2002
February 13, 2003
May 20, 2004
May 27, 2004
March 17, 2005
April 21, 2005
October 20, 2005
March 16, 2006
April 20, 2006
June 15, 2006
April 19, 2007
May 17, 2007
July 11, 2007
August 9, 2007

September 20, 2007
December 20, 2007
February 28, 2008
March 20, 2008
March 31, 2008
June 19, 2008

A roll call vote was taken.

Botterbush	Yes
Chapel	Yes
Lauschke	No
McAtee	Yes
St. Peters	Yes
Schmalbeck	Yes
Watson	Yes

Motion carried.

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

Approve destruction of specific board meeting closed session recordings.

The specific closed session recordings are as follows:

May 20, 2004
May 27, 2004
March 17, 2005
April 21, 2005
October 20, 2005
March 16, 2006
April 20, 2006
June 15, 2006
April 19, 2007
May 17, 2007
July 11, 2007
August 9, 2007
September 20, 2007
December 20, 2007
February 28, 2008
March 20, 2008
March 31, 2008
June 19, 2008

A roll call vote was taken.

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

Motion carried.

VI. Contract Award

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

Approve awarding the contract to Jun Construction for the renovation of the Hayner Building.

Mr. Owen stated that the contract has not been received and can therefore not be awarded. Mr. Lauschke proposed tabling the item until the next meeting.

A motion amending the original motion was made by Mr. Botterbush, seconded by Mrs. McAtee, to:

Approve tabling the contract award to Jun Construction for the renovation of the Hayner Building until such time as the contract is received.

A roll call vote was taken.

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

Motion carried.

VII. Staff Development Day

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

Approve the second Wednesday of April each year to be designated as Staff Development Day.

A roll call vote was taken.

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

Motion carried.

VIII. Benefit Plan

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

Approve adding vision care insurance to the current benefit plan, to be funded 100% by participants.

A roll call vote was taken.

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

Motion carried.

IX. Director's Report

Mr. Owen reported that the District is recently in receipt of a letter from the Saint Louis Children's Hospital regarding a memorial contribution made in memory of Mary Cordes' grandmother, Marjorie Johnson. Mr. Owen also shared a letter from the Papers of Abraham Lincoln, an affiliate of Abraham Lincoln Presidential Library, acknowledging receipt of a .TIF file of HPLD's original Abraham Lincoln letter. Also, Mr. Owen has received confirmation on this year's Per Capita Grant at \$59,390.24 which is down \$10,986.76 from last year. The per capita rate equals roughly \$1.03 per person.

X. General Discussion

Mr. Lauschke requested that board members send Mr. Owen a list of potential donors to whom the board wishes to notify of display case sponsorship opportunities.

Mr. Botterbush discussed the Fundraising Committee, and his hope to collect potential candidate submissions in order to add four to five people to the committee.

XI. Closed Session

A. A motion was made by Dr. Chapel, seconded by Mr. St. Peters, 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
Lauschke	Yes
McAtee	Yes
St. Peters	Yes
Schmalbeck	Yes
Watson	Yes

Motion carried.

The board approved entering closed session at 7:20 p.m.

Mr. Eastman, Ms. Irvine, Mrs. Milnor, Mrs. Ulfers, Mrs. Lamere, and Mr. Jun left the meeting at 7:21 p.m.

Mr. Owen exited the meeting shortly after at 7:25 p.m.

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

Approve returning to open session.

A roll call vote was taken.

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

Motion carried.

The board returned to open session at 8:30 p.m.

XII. Adjournment

There being no further business, the meeting was adjourned at 8:32 p.m.

Approved by HPLD Board Action on _____.

Mary DeGrand Watson, Secretary