

**THE HAYNER PUBLIC LIBRARY DISTRICT
TRUSTEE MEETING MINUTES
JULY 28, 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 6:30 p.m.

B. Determination of a quorum

Members present:

Mr. Rick Lauschke	President
Mr. Dan St. Peters	Vice-President
Dr. Kevin Chapel	Treasurer
Mrs. Karen McAtee	Trustee
Mr. David Schmalbeck	Trustee

Members absent:

Mrs. Mary DeGrand Watson	Secretary (Excused)
Mr. Kevin Botterbush	Trustee (Excused)

Others present:

Mr. Jeffrey Owen	HPLD Executive Director
Mr. C. Dana Eastman	HPLD Attorney
Mr. Matt Foley	HPLD IT Asst. Director
Ms. Sue Hardin	HPLD Business Operations/HR Asst. Director
Mrs. Marilyn Stewart	HPLD Business Operations/HR Asst.
Mrs. Cathie Lamere	HPLD Genealogy & Local History Mgr.
Mrs. Mary Ann Barnard	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 Dr. Chapel, to:

Approve the agenda and requested changes to consent items.

A roll call vote was taken.

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

Motion carried.

II. Open forum

Mr. Lauschke announced that no "Requests to be Heard" forms had been submitted.

III. Consent items

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

Approve the consent items as follows:

- A. Approval of the minutes of the regular meeting conducted June 17, 2010
- B. Approval of the bill lists for the periods ending June 11, 2010, June 25, 2010, payable on the same dates
- D. Financial Statements for month ending June 30, 2010, subject to audit

A roll call vote was taken.

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

Motion carried.

IV. Committees

A. Board Policy Development

Mr. St. Peters reported that the committee did not meet in July, but that Mr. Owen had finalized the chapter on Employment Policies. The committee will review and bring it to the board in August. This leaves just a couple of small chapters to review before presenting a complete ordinance. After this has been finalized the committee will only meet on an as-needed basis.

B. Building & Equipment

Mr. St. Peters reported that the committee met and discussed the Hayner project. The building should be ready to turn over on September 28; however, there may be climate control issues that influence that date. Installation of drywall, furniture, cabinetry, etc. will be weather and delivery dependent.

The committee also discussed a second car and the alternatives of buying vs. leasing. Only one bid came in for a Ford Escape. They are still evaluating the options with no final decision at this time.

The committee also discussed furniture and cable bids, which will be presented for approval later in this meeting.

The committee gave Mr. Owen approval to move forward with a burglar alarm system with Alton Burglar Alarm. They also authorized Mr. Owen to purchase heat and humidity sensors for museum cases at a cost of \$365.

C. Finance & Insurance

Dr. Chapel reported that the committee met to discuss the 2011 budget. The budget did not exceed a 5% increase over the 2010 budget. Our utility costs are expected to be lowered significantly through the services of an energy broker.

Mr. Owen related that a tax objection was filed by Illinois Bell Telephone, in the amount of \$493.17. Mr. Eastman stated that the judge ordered dividing that amount equally between the two parties. The amount (\$246.59) will be taken from future 2009 tax payments.

D. Personnel

The Personnel Committee did not meet and presented no report.

V. Appropriation Ordinances

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

Approve the following Appropriation Ordinances:

- 10-2 Audit Fund
- 10-3 Building & Equipment Fund
- 10-4 General Fund
- 10-5 Illinois Municipal Retirement Fund
- 10-6 Insurance Fund
- 10-7 Social Security Fund

A roll call vote was taken.

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

Motion carried.

VI. Bid Approval

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

Approve low furniture bid from Dau Home Furnishings for Hayner Building renovation. The bid is in the amount of \$29,115.

Mrs. McAtee asked how many bids were received (only one). The request for bids was published twice and appeared on the District's website. Discussion centered around the desire to buy locally from businesses within the Library District. We published the detailed bid specifications recommended by our architect/designer.

A roll call vote was taken.

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

Motion carried.

VII. Bid Approval

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

Approve low voltage cabling bid for Hayner building renovation submitted by Phone Masters, LTD. in the amount of \$21,771.50.

A roll call vote was taken.

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

Motion carried.

VIII. Director's Report

Mr. Owen introduced Sue Hardin and Marilyn Stewart, two new employees in the Business Office. Marilyn is Bus. Ops/HR Assistant and Sue is Assistant Director of Business Operations and Human Resources.

Mr. Owen announced that HPLD is introducing Downloadables. We will be launching the new capability within the next week or so. All are available from remote access.

XIV. General Discussion

There was no discussion under this provision.

XV. Adjournment

There being no further business, Mrs. McAtee moved that the meeting be adjourned at 7:29 p.m., seconded by Dr. Chapel.

Approved by HPLD Board Action on _____.

Mary DeGrand Watson, Secretary