

**THE HAYNER PUBLIC LIBRARY DISTRICT  
TRUSTEE MEETING MINUTES  
AUGUST 18, 2011  
MULTI-PURPOSE ROOM  
132 ALTON SQUARE, ALTON, ILLINOIS 62002**

**I. Opening of Meeting**

A. Call to order

Mr. Dan St. Peters, President, presided and called the meeting to order at 6:00 p.m.

B. Determination of a quorum

Members present:

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

Others present:

Mr. Jeffrey Owen	Executive Director
Mr. C. Dana Eastman	HPLD Attorney
Ms. Sue Hardin	Assistant Director Business Operations/HR
Mrs. Mary Cordes	Downtown Library Manager

C. Recognition of visitors to the meeting

Mr. St. Peters introduced Mrs. Cordes.

D. Approval of agenda

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

Approve the agenda and requested change to consent items.

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. St. Peters acknowledged that no "Request to be Heard" forms had been submitted.

## III. Approval of Agenda and Consent items

A motion was made by Mr. Botterbush, seconded by Mr. Lauschke, to:

Approve the agenda and consent items as follows:

- A. Approval of the minutes of the regular meeting conducted on July 28, 2011;
- B. Approval of the minutes of the closed session conducted on July 28, 2011;
- C. Approval of the bill lists for the periods ending June 10, 2011 and June 24, 2011 payable on the same dates;
- D. Approval of financial statements for the months ending July 8, 2011 and July 22, 2011, subject to audit

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

The committee did not meet and there was no report.

B. Building & Equipment

Dr. Chapel reported on the following topics:

- The Hudson Building
- Change order expenses from BRiC
- HVAC units at Alton Square
- Display cases in the Genealogy and Local History Library
- Downtown street lights

C. Finance & Insurance

Mrs. McAtee reported on the following topics:

- Budget
- Insurance proposals and recommendation

D. Personnel

The committee did not meet and there was no report.

V. Per Capita Grant

The board reviewed *Serving Our Public 2.0: Standards for Illinois Public Libraries*, Chapter 2, “Governance and Administration.” Discussion included identifying the library’s progress toward meeting the standards.

VI. Closed Minutes Review

A motion was made by Mr. Lauschke, seconded by Mr. Botterbush, to approve moving recommended closed minutes to open minutes.

A roll call vote was taken:

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

Motion failed.

VII. Asset threshold

A motion was made by Mr. Lauschke, seconded by Mr. Botterbush, to raise the threshold on capitalized assets from \$500 to \$1,500:

A roll call vote was taken:

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

Motion carried.

### **VIII. Insurance Proposals**

A motion was made by Dr. Chapel, seconded by Mr. Schmalbeck, to accept the insurance proposal submitted by Augustine Insurance Agency for the District's Property and Liability Insurance.

A roll call vote was taken:

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

Motion carried.

### **IX. Director's Report**

Mr. Owen reported on the following topics:

- Hudson Building update;
- ILA Conference, to be held Oct. 18 – 20 in Rosemont;
- Resolution of Foley matter

### **X. General Discussion**

Board members discussed the following topics:

- Closed minutes policy;
- Fundraising Committee: now under Finance and Insurance; no longer a stand-alone committee

**XI. Closed Session**

Mr. Lauschke made a motion to approve entering closed session per 5 ILCS 120/2(c)(6) , for the purpose of setting a price for sale or lease of property owned by the public body. Motion seconded by Dr. Chapel.

A roll call vote was taken:

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

Motion carried.

The meeting was moved to closed session at 6:57 p.m.

A motion was made by Mr. Lauschke and seconded by Mr. Schmalbeck, to return to open session at 7:20 p.m.

A roll call vote was taken:

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

Motion carried.

**XII. Resolution**

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

Approve resolution calling for the elimination of real estate no longer needed by the district, located at 314-16 Belle Street, more commonly known as the Hudson Jewelry building.

A roll call vote was taken:

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

Motion carried.

**XIII. Adjournment**

There being no further business, Mrs. Watson moved that the meeting be adjourned at 7:21 p.m.

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

\_\_\_\_\_  
Mary DeGrand Watson, Secretary