

**THE HAYNER PUBLIC LIBRARY DISTRICT
TRUSTEE MEETING MINUTES
SEPTEMBER 15, 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. Karen McAtee	Treasurer
Mr. Kevin Botterbush	Trustee
Dr. Kevin Chapel	Trustee
Mr. Rick Lauschke	Trustee

Members absent

Mrs. Mary DeGrand-Watson	Secretary	Excused
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Others present:

Mr. Jeffrey Owen	Executive Director
Mr. C. Dana Eastman	HPLD Attorney

C. Recognition of visitors to the meeting

Mr. St. Peters introduced Steve Pembrook, Josh Andres and Ryan Caldwell, auditors with Scheffel & Company, P.C.

D. Approval of agenda

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

Approve the agenda; there were no requests for changes to the consent items.

A roll call vote was taken:

Botterbush	Yes
Chapel	Yes
Lauschke	Yes
McAtee	Yes
St. Peters	Yes
Schmalbeck	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. Schmalbeck, seconded by Mr. Lauschke, to:

Approve the agenda and consent items as follows:

- A. Approval of the minutes of the regular meeting conducted on August 18, 2011;
- B. Approval of the minutes of the closed session conducted on August 18, 2011;
- C. Approval of the bill lists for the periods ending August 5, 2011 and August 19, 2011, payable on the same dates;

A roll call vote was taken:

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

Motion carried.

IV. Audit Presentation

Mr. Pembroke and Mr. Andres presented the annual audit report for fiscal year 2011. The district's financial position is very good. The auditors complimented the district on being such good stewards of public funds, in particular for the facility improvements made over the last few years. Additional handouts were provided. There were no findings that warranted a Management Letter. Mr. Andres closed the presentation by complimenting the staff for the cooperation.

V. Committees

A. Board Policy Development

Mr. Schmalbeck reported that the committee had not met however a meeting is scheduled for September 26, 2011.

B. Building & Equipment

No meeting; no report.

C. Finance & Insurance

No meeting; no report.

D. Personnel

No meeting; no report.

VI. Appropriation Ordinances

Mr. Botterbush made a motion, seconded by Dr. Chapel, to approve the following Appropriation Ordinances:

- 11-3 Audit Fund
- 11-4 Building & Equipment Fund
- 11-5 General Fund
- 11-6 Illinois Municipal Retirement Fund
- 11-7 Insurance Fund
- 11-8 Social Security Fund

A roll call vote was taken:

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

Motion carried.

VII. Annual Policy Ordinances

A motion was made by Mr. Lauschke, seconded by Mrs. McAtee, to approve the following policy ordinances for fiscal year 2012:

11-9	Behavior Policy
11-10	Collection Development Policy
11-11	Electronic Resources Acceptable Use Policy (Public)
11-12	Interlibrary Loan Policy
11-13	Investment of Public Funds Policy
11-14	Operations Policy
11-15	Volunteer Policy

A roll call vote was taken:

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

Motion carried.

Mr. Owen added that the Personnel Policy is being reviewed more extensively and will be presented at a later date for ordinance approval. He also shared that the need for one or two additional policies is being considered for development.

VIII. Director's Report

Mr. Owen reported on the following topics:

- Thank you cards received from Pam Bierman for flowers sent at the loss of her sister and from Reynae Womack for flowers sent recognizing her retirement;
- Alton Square staff have been “secret shopped” twice and the results were 86 points out of 88 possible points the first time and 91 out of 92 possible points the second time;
- The manufacturers of the Munters air exchange system discovered some defects in certain parts in their systems. They are going to replace these parts at no cost and provide a five year warranty on the same. This could very well be the source of the noxious odor that enters the library space from time to time;
- King Air Conditioning & Heating is still evaluating the matter concerning the placement of the Dyken units on the roof at Alton Square
- The library space inside the Riverbender.com Community Center is averaging 20-25 kids each evening in to use library services and seeking homework help either from a tutor or our online database, *Tutor.com*

IX. General Discussion

Board members discussed the following topics:

- Current and future investment options;
- Mr. Owen provided account summaries for the two LPL accounts handled by financial advisor Jim Bridwell as well as an informational document about the American Funds;
- The Finance & Insurance Committee will meet with Mr. Bridwell to further review and determine the best future investment opportunities for the district and report back during a future meeting.

X. Closed Session

Mr. Lauschke made a motion to approve entering closed session per 5 ILCS 120/2(c)(6), for the purpose of reconsideration of resolution for the sale of real estate located at 314-16 Belle Street, Alton, Illinois, more commonly known as the Hudson Building, as a result of observances by Oates Associates, Engineers, documented in report dated August 20, 2011.

A roll call vote was taken:

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

Motion carried.

The meeting was moved to closed session at 6:45 p.m.

A motion was made by Mrs. McAtee, seconded by Mr. Botterbush, to return to open session at 7:13 p.m.

A roll call vote was taken:

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

Motion carried.

XI. Resolution

The board maintained their position to sell the property at 314-16 Belle Street, Alton, Illinois, and therefore did not act on this agenda item calling for reconsideration of a previously approved resolution.

XII. Adjournment

There being no further business, Mrs. McAtee moved that the meeting be adjourned at 7:13 p.m.

Approved by HPLD Board Action on _____.

Mary DeGrand Watson, Secretary