

**THE HAYNER PUBLIC LIBRARY DISTRICT
TRUSTEE MEETING MINUTES
AUGUST 20, 2009
FRANCES METZGER CONFERENCE ROOM
401 STATE STREET, 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:

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| Mr. Rick Lauschke | President |
| Mr. Dan St. Peters | Vice-President |
| Mrs. Mary Lou Watson | Secretary |
| Dr. Kevin Chapel | Treasurer |
| Ms. Susan Huber | Trustee |
| Mr. David Schmalbeck | Trustee |

Members absent:

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| Mr. Kevin Botterbush | Trustee |
|----------------------|---------|

Others present:

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|---------------------|---|
| Mr. Jeffrey Owen | HPLD Executive Director |
| Mr. C. Dana Eastman | HPLD Attorney |
| Ms. Gladys Butler | HPLD Business Operations/HR |
| Ms. Emily Irvine | HPLD Business Operations/HR Asst. |
| Mrs. Barbara Ulfers | HPLD Acquisitions/Cataloging/Processing |
| Ms. Dorothy Kelley | Jennie D. Hayner Library Association |
| Mr. Robert Deem | Neighbor at 411 State Street |

C. Recognition of visitors to the meeting

Mr. Lauschke introduced the guests.

D. Approval of agenda and requested changes to consent items

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

Approve the agenda and consent items.

A roll call vote was taken.

| | |
|------------|--------|
| Botterbush | Absent |
| Chapel | Yes |
| Huber | Yes |
| Lauschke | 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 Ms. Huber, seconded by Mrs. Watson, to:

Approve the consent items as follows:

- A. Approval of the minutes of the public hearing conducted on July 23, 2009.
- B. Approval of the minutes of the regular meeting conducted July 23, 2009.
- C. Approval of the bill lists for the periods ending July 10, 2009 and July 24, 2009, payable on the same dates

A roll call vote was taken.

| | |
|------------|--------|
| Botterbush | Absent |
| Chapel | Yes |
| Huber | Yes |
| Lauschke | Yes |
| St. Peters | Yes |
| Schmalbeck | Yes |
| Watson | Yes |

Motion carried.

IV. Committees

A. Board Policy Development

Mr. St. Peters reported that the committee discussed policies regarding the executive director's responsibilities and functions which will likely be presented at the September meeting. The committee is currently determining whether or not a meeting will be held in September.

B. Building & Equipment

Mr. St. Peters reported that the committee discussed Lefferson and Associates' proposed schedule. The committee felt the schedule should be expedited in order to open the 401 State Street facility more quickly. After speaking with Mr. Lefferson, it was decided that the work would be completed during the first quarter of 2010, depending upon the HVAC schedule. The water leaks at the Alton Square facility were discussed as they have appeared to cease momentarily. The committee will either meet August 31th or September 14th depending upon Mr. Lefferson's progress.

C. Finance & Insurance

Dr. Chapel reported that the committee did not meet last month.

D. Personnel

Mrs. Watson reported that the committee met and discussed Mr. Owen's evaluation and made some changes/improvements. Adding a new vision plan that allows the employees to buy into the plan is an item of discussion that will be carried over into September.

V. Per Capita Grant

A. The Board acknowledges that the district operates per the Illinois Compiled Statutes that pertain to the public library district operations.

B. The Board acknowledges the availability of the recently updated *Administrative Ready Reference* manual (electronic format only) on the board website.

Mr. Owen presented that Per Capita Grant requires open discussion on the above statements resulting in the Board's acknowledgement of and consensus on them.

VI. Closed Minutes Review

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

Approve moving recommended closed minutes to open minutes.

Mr. Lauschke stated that per his discussion with Mr. Owen, there were no recommendations.

A roll call was taken.

| | |
|------------|--------|
| Botterbush | Absent |
| Chapel | No |
| Huber | No |
| Lauschke | No |
| St. Peters | No |
| Schmalbeck | No |
| Watson | No |

Motion failed.

VII. Funds Allocation

A motion was made by Dr. Chapel, seconded by Ms. Huber, to:

Approve recommendation of Finance & Insurance Committee concerning allocation of reimbursement funds.

Dr. Chapel explained that the goal is to pay back the working cash fund. The \$700,000 from Coyote Management, L.P. will reimburse the working cash fund (\$226,887.46) used toward the Alton Square facility. The balance (\$473,112.54) will be applied to the bank loan in order to decrease the interest obligation.

A roll call vote was taken.

| | |
|------------|--------|
| Botterbush | Absent |
| Chapel | Yes |
| Huber | Yes |
| Lauschke | Yes |
| St. Peters | Yes |
| Schmalbeck | Yes |
| Watson | Yes |

Motion carried.

VIII. Evaluation Instrument

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

Approve director's revised evaluation instrument as amended.

Mrs. Watson explained that the instrument has been edited to reduce duplication and proceeded to open up discussion on further revision. The document was amended further to reflect more definitive goals and objectives to be measured against the executive director's progress as well as other revisions in order to further decrease duplication and increase clarity. As part of this clarity, focus was given to the goals and objectives of the executive director to be those approved by the Board.

A roll call vote was taken.

| | |
|------------|--------|
| Botterbush | Absent |
| Chapel | Yes |
| Huber | Yes |
| Lauschke | Yes |
| St. Peters | Yes |
| Schmalbeck | Yes |
| Watson | Yes |

Motion carried.

IX. Long Range Plan

Mr. Owen reported that he has begun to meet with key staff members in order to discuss the plan. The goal is focus on three to five points of interest related to growth going forward. Ideally, a plan will be created by the Board as well as the staff. Mr. Lauschke spoke on various points of interest to begin brainstorming. Ms. Huber discussed the previous long range plan and its use of consultants and brainstorming with various community groups. Ms. Huber also discussed the need for additional funding and community support.

An area of agreement concerning the plan, brought up by Mr. Lauschke, was the need for measurable goals in relation to the accomplishment of the plan.

Mr. Owen finished the discussion by stating that key staff will continue meeting every Thursday.

X. Director's Report

Mr. Owen reported that guest Robert Deem recently purchased a home next to the library, and Mr. Deem's driveway is on the District's property. Mr. Deem attended the meeting in order to inquire as to whether or not the issue can be handled internally. Mr. Deem stated that he would like to purchase the land, but if the Board decides not to sell, he will move his driveway. Mr. Deem is also open to any leasing options that would be available concerning the property.

Mr. Deem exited the meeting at 7:43 p.m.

XI. General Discussion

Mr. St. Peters stated that one year of the lease is up at the mall.

Mr. Eastman shared that changes to the Freedom of Information Act will become effective January 1, 2010, making some documents more easily obtainable.

Ms. Huber announced that her house is nearly sold; she will present a letter of resignation when the actual closing happens. There was discussion that the Board will have thirty days to fill this position.

XII. Closed Session

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

Approve entering closed session for the purpose of discussing the appointment, employment, compensation, discipline, performance or dismissal of specific employees.

A roll call vote was taken.

| | |
|------------|--------|
| Botterbush | Absent |
| Chapel | Yes |
| Fitzgerald | Yes |
| Huber | Yes |
| Lauschke | Yes |
| St. Peters | Yes |
| Watson | Yes |

Motion carried.

The board approved entering closed session at 7:50 p.m.

Mr. Owen, Ms. Butler, Ms. Irvine, Mrs. Ulffers, Ms. Kelley, and Mr. Deem left the meeting at 7:50 p.m.

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

Approve returning to open session.

A roll call vote was taken.

| | |
|------------|--------|
| Botterbush | Absent |
| Chapel | Yes |
| Fitzgerald | Yes |
| Huber | Yes |
| Lauschke | Yes |
| St. Peters | Yes |
| Watson | Yes |

Motion carried.

The board returned to open session at 8:06 p.m.

XIII. Adjournment

There being no further business, the meeting was adjourned at 8:07 p.m.

Approved by HPLD Board Action on _____.

Mary DeGrand Watson, Secretary