1. **Opening of Meeting**

A. **Call to order**

Dr. Kevin Chapel, Vice President, presided and called the meeting to order at 6:00 p.m.

B. **Determination of a quorum**

Members present:

Dr. Kevin Chapel Vice President  
Mrs. Melissa Batchelor Secretary  
Mrs. Karen McAtee Treasurer  
Mr. Dan St. Peters Trustee  
Mr. Peter Tassinari Trustee  
Mrs. Mary Lou DeGrand Watson Trustee

Members absent:

Mr. Kevin Botterbush President Excused

Others present:

Ms. Bernadette Duvernoy Executive Director – THPLD  
Ms. Sue Hardin CFO / Asst. Dir. of HR – THPLD  
Mr. Josh Andres Scheffel Boyle, CPA  
Mr. Steve Pembrook Scheffel Boyle, CPA

C. **Recognition of visitors to the meeting**

Dr. Chapel welcomed Mr. Andres and Mr. Pembrook to the meeting.

D. **Approval of agenda and requested changes to consent items**

A motion was made by Mrs. McAtee, seconded by Mrs. Batchelor, to approve the agenda. There were no changes to the consent items.
A roll call vote was taken:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Batchelor</td>
<td>Yes</td>
</tr>
<tr>
<td>Botterbush</td>
<td>Absent</td>
</tr>
<tr>
<td>Chapel</td>
<td>Yes</td>
</tr>
<tr>
<td>McAtee</td>
<td>Yes</td>
</tr>
<tr>
<td>St. Peters</td>
<td>Yes</td>
</tr>
<tr>
<td>Tassinari</td>
<td>Yes</td>
</tr>
<tr>
<td>Watson</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Motion carried.

2. **Open forum**

Dr. Chapel acknowledged that no “Request to be Heard” forms had been submitted.

3. **Approval of Consent items**

A motion was made by Mr. St. Peters, seconded by Mrs. McAtee, to approve the consent items as follows:

A. Minutes of the regular meeting conducted on September 24, 2015;
B. Bill lists for the periods ending September 11, 2015, and September 25, 2015, payable on the same dates;

A roll call vote was taken:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Batchelor</td>
<td>Yes</td>
</tr>
<tr>
<td>Botterbush</td>
<td>Absent</td>
</tr>
<tr>
<td>Chapel</td>
<td>Yes</td>
</tr>
<tr>
<td>McAtee</td>
<td>Yes</td>
</tr>
<tr>
<td>St. Peters</td>
<td>Yes</td>
</tr>
<tr>
<td>Tassinari</td>
<td>Yes</td>
</tr>
<tr>
<td>Watson</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Motion carried.

4. **Audit Presentation**

Mr. Andres and Mr. Pembrook presented the results of the annual audit and summarized those results for the trustees. They reported an unqualified, clean opinion of the District’s financial statements. They discussed changes to the pension reporting
requirements that were effective this year. They thanked the staff for their preparation and cooperation through the audit process.

Mr. Andres and Mr. Pembroke left the meeting at 6:24 p.m.

5. **Committees**

A. **Board Policy Development**  
   No meeting; no report

B. **Building & Equipment**  
   No meeting; No report

C. **Finance & Insurance**  
   No meeting; no report.

D. **Personnel**  
   No meeting; no report

E. **Fund Raising**  
   No meeting; no report

F. **Long Range Plan**  
   No meeting; no report.

6. **Levy Ordinances**

A motion was made by Mrs. Batchelor, seconded by Mrs. Watson, to approve the following levy ordinances:

15-19 – Audit Fund  
15-20 – Building & Equipment Fund  
15-21 – General Fund  
15-22 – Illinois Municipal Retirement Fund  
15-23 – Insurance Fund  
15-24 – Social Security Fund

A roll call vote was taken:

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batchelor</td>
<td>Yes</td>
</tr>
<tr>
<td>Botterbush</td>
<td>Absent</td>
</tr>
<tr>
<td>Chapel</td>
<td>Yes</td>
</tr>
<tr>
<td>McAtee</td>
<td>Yes</td>
</tr>
<tr>
<td>St. Peters</td>
<td>Yes</td>
</tr>
<tr>
<td>Tassinari</td>
<td>Yes</td>
</tr>
<tr>
<td>Watson</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Motion carried.
7. **Director’s Report**

In addition to the written report previously submitted, Ms. Duvernoy also discussed the following topics:
- New text messaging app;
- Library card optical scanner prototype;
- Used book drop purchased for Downtown library;
- Security cameras for Downtown library.

Ms. Duvernoy further discussed Chapter 5 (Technology Plan) of *Standards for Illinois Public Libraries - Serving Our Public 3.0*. The Hayner Public Library District is compliant in all areas of our Technology Plan and ensures access to all members of our service community.

8. **General Discussion**

Mrs. McAtee initiated discussion about the need for monthly meetings. The trustees discussed certain duties that are governed by statute and the timeliness of budgeting and the appropriation/levy process. They decided the topic warranted further conversation in the new year.

9. **Adjournment**

There being no further business, the meeting was adjourned at 6:35 p.m.

Approved by THPLD board action on ________________________.

________________________________________

Melissa Batchelor, Secretary