THE HAYNER PUBLIC LIBRARY DISTRICT
TRUSTEE MEETING MINUTES
AUGUST 31, 2017
ADMINISTRATIVE OFFICES
401 STATE STREET, ALTON, ILLINOIS 62002

1. Opening of Meeting

A. Call to order

Mr. Kevin Botterbush, President, presided and called the meeting to order at 6:00 p.m.

B. Determination of a quorum

Members present:

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

Others present:

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

C. Recognition of visitors to the meeting

Mr. Botterbush welcomed Mr. Pembroke and Mr. Andres.

D. Approval of agenda and requested changes to consent items

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

Batchelor        Yes
Botterbush       Yes
McAtee           Yes
St. Peters       Yes
Shoemaker        Yes
Tassinari        Yes
Watson           Yes

Motion carried.

2. **Open forum**

Mr. Botterbush acknowledged that no “Request to be Heard” forms had been submitted.

3. **Approval of Consent items**

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

A. Approval of the minutes of the regular meeting conducted on July 27, 2017;
B. Approval of the bill lists for the periods ending July 14, 2017 and July 28, 2017 payable on the same dates;
C. Approval of the Financial Statements for the months ending July 31, 2017, subject to audit.

A roll call vote was taken:

Batchelor        Yes
Botterbush       Yes
McAtee           Yes
St. Peters       Yes
Shoemaker        Yes
Tassinari        Yes
Watson           Yes

Motion carried.

4. **Audit Presentation**

Mr. Andres and Mr. Pembrook presented the results of the annual audit and summarized their findings for the trustees. They reported an unqualified, clean opinion of the District’s financial statements. They observed that the decrease in our collection
investment is consistent with current library culture and mutual lending agreements. They thanked the Hayner staff for advance preparation and cooperation through the audit process.

Mr. Andres and Mr. Pembroke left the meeting at 6:11 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

6. Appropriation Ordinance

A motion was made by Mr. St. Peters, seconded by Mrs. McAtee, to approve the Annual Budget and Appropriation Ordinance 17-4 for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

A roll call vote was taken:

Batchelor          Yes
Botterbusch        Yes
McAtee             Yes
St. Peters         Yes
Shoemaker          Yes
Tassinari          Yes
Watson             Yes

Motion carried.

7. Special Reserve Fund

A motion was made by Mrs. Watson, seconded by Mrs. McAtee, to approve the establishment of a Special Reserve Fund as provided by 75 ILCS 16/40-50.
A roll call vote was taken:

Batchelor      Yes
Botterbush     Yes
McAtee         Yes
St. Peters     Yes
Shoemaker      Yes
Tassinari      Yes
Watson         Yes

Motion carried.

8. **Resolution to Appeal Property Tax Objections**

A motion was made by Dr. Batchelor, seconded by Mr. Tassinari, to request intervention in appeal proceeding and authorization to appoint Steve Mottaz to take action on behalf of The Hayner Public Library District.

A roll call vote was taken:

Batchelor      Yes
Botterbush     Yes
McAtee         Yes
St. Peters     Yes
Shoemaker      Yes
Tassinari      Yes
Watson         Yes

Motion carried.

9. **Director's Report**

In addition to her previously submitted written report, Ms. Duvernay discussed the following topics:

- House Bill 547 raises the bid advertisement dollar amount for library improvements from $20,000 to $25,000;
- Eligibility for Ameren non-profit electrical bill assistance (last year we were awarded a credit to our account). Applications accepted beginning Sept. 1;
- IPLAR has been completed and submitted;
- A quarterly FOIA request was received from SmartProcure and completed;
- Prevailing Wage rates were updated AGAIN, effective Sept. 1;
- Open Meetings Act education requirements;
- Statistics formatting
- Death of Genie Keller, long-time library supporter and educational fund benefactor;
10. **General Discussion**

- It was suggested that we search for a library services survey that was completed several years ago to help assess our current needs and how they have changed and been met over the past ten years.
- All locations of the library will be closed on Labor Day.
- No current update on Alton Square Mall.

11. **Adjournment**

There being no further business, the meeting was adjourned at 6:30 p.m.

Approved by THPLD board action on [September 28, 2017].

Melissa Batchelor, Secretary