THE HAYNER PUBLIC LIBRARY DISTRICT
TRUSTEE MEETING MINUTES
APRIL 23, 2020
MEETING HELD VIA ZOOM

1. Opening of Meeting

   A. Call to order

      Mr. Kevin Botterbush, President, presided and called the meeting to order at 10:45 a.m.

   B. Determination of a quorum

      Members present:

      Mr. Kevin Botterbush  President
      Dr. Melissa Batchelor  Secretary
      Mrs. Karen McAtee    Treasurer
      Dr. Jill Lane        Trustee
      Ms. Kim Shoemaker    Trustee

      Members Absent:

      Mr. Peter Tassinari  Vice President  Excused
      Mrs. Mary Lou DeGrand Watson  Trustee  Excused

      Others present:

      Ms. Bernadette Duvernoy  Executive Director – THPLD
      Ms. Sue Hardin            CFO; Asst. Dir. - HR – THPLD

   C. Recognition of visitors to the meeting

      There were no visitors in attendance.

   D. Approval of agenda and requested changes to consent items

      1. A motion was made by Mrs. McAtee, 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
Lane        Yes
McAtee      Yes
Shoemaker   Yes
Tassinari   Absent
Watson      Absent

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 Dr. Lane, seconded by Ms. Shoemaker, to approve the consent items as follows:

A. Minutes of the regular meeting conducted on February 27, 2020;
B. Minutes of the special meeting conducted on March 17, 2020;
C. Bill lists for the periods ending February 7 and February 21, payable on the same dates;
D. Bill lists for the periods ending March 6, 2020 and March 20, 2020, payable on the same dates;

A roll call vote was taken:

Batchelor  Yes
Botterbush  Yes
Lane        Yes
McAtee      Yes
Shoemaker   Yes
Tassinari   Absent
Watson      Absent

Motion carried.

4. **Committee Reports**

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

5. **Health Insurance**
   A. A motion was made by Mrs. McAtee, seconded by Dr. Batchelor, to approve the health and dental insurance proposal for FY 2021. Employees will continue to pay 8% of the premium cost.

   A roll call vote was taken:

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Batchelor</td>
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<td>Shoemaker</td>
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<td>Tassinari</td>
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<td>Watson</td>
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   Motion carried.

6. **Furniture Sale**
   A. A motion was made by Ms. Shoemaker, seconded by Dr. Lane, to approve the sale of surplus furniture (bookcase/shelf unit).

   A roll call vote was taken:

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   Motion carried.

7. **Director’s Report**
   In addition to her previously submitted written report, Ms. Duvernoy discussed the following topics:
• Extended closure through May 17; staff will return 3-4 days prior for cleaning, planning and organization;
• Assistant Directors are meeting weekly;
• Plexiglass barriers being installed at all circulation desks, various other locations throughout libraries;
• Staff reading books on Facebook page;
• Article on Riverbender highlights online/electronic services available to patrons;
• Budget preparations beginning soon; received Tax Computation Report yesterday (EAV figures).

8. **General Discussion**

Ms. Duvernoy reported that online magazine and e-books circulation has increased during the closure (as expected).

9. **Adjournment**

There being no further business, the meeting was adjourned at 11:06 a.m.

Approved by THPLD board action on **May 28, 2020**.

__________________________
Melissa Batchelor, Secretary