1. **Opening of Meeting**

   A. **Call to order**

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

   B. **Determination of a quorum**

   Members present:

   - Mr. Kevin Boterbush, President
   - Mr. Peter Tassinari, Vice President
   - Dr. Melissa Batchelor, Secretary
   - Mrs. Karen McAtee, Treasurer
   - Ms. Kim Shoemaker, Trustee
   - Mrs. Mary Lou DeGrand Watson, Trustee

   Members Absent:

   - Mr. Dan St. Peters, Trustee, Excused

   Others present:

   - Ms. Bernadette Duvernoy, Executive Director – THPLD
   - Ms. Sue Hardin, CFO / Asst. Dir. of 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**

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
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<tbody>
<tr>
<td>Batchelor</td>
<td>Yes</td>
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<tr>
<td>Botterbush</td>
<td>Yes</td>
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<tr>
<td>McAtee</td>
<td>Yes</td>
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<tr>
<td>St. Peters</td>
<td>Absent</td>
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<tr>
<td>Shoemaker</td>
<td>Yes</td>
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<tr>
<td>Tassinari</td>
<td>Yes</td>
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<td>Watson</td>
<td>Yes</td>
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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 Dr. Batchelor, to approve the consent items as follows:

A. Approval of the minutes of the regular meeting conducted on January 11, 2018;
B. Approval of the bill lists for the periods ending January 12, 2018 and January 26, 2018 payable on the same dates;
C. Approval of the Financial Statements for the months ending January 31, 2018 subject to audit.

A roll call vote was taken:

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<td>Watson</td>
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Motion carried.

4. **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

5. Non-resident Library Card

   A motion was made by Mrs. McAtee, seconded by Ms. Shoemaker, to approve the non-resident library card fee of $130 for FY 2019.

   A roll call vote was taken:

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

   Motion carried.

6. Meeting Dates

   A motion was made by Mr. Tassinari, seconded by Dr. Batchelor, to approve Ordinance 18-2, setting the meetings dates for fiscal year 2018-2019.

   A roll call vote was taken:

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

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

Ms. Duvernoy discussed the following topics in addition to her written report:

- Consideration of leasing our meeting spaces (MPR and Performance Room) to local businesses/non-profits during normal business hours. Strict policy guidelines would be enforced;
- Bathroom door lock was damaged, resulting in temporary closure of the public bathroom in the Alton Square library;
- Patron letter regarding database availability for local cemetery records;
- Estimated health insurance proposal due in mid-late March; Finance and Insurance committee will need to meet to review proposal prior to April board meeting.

8. **General Discussion**

Mrs. Watson advised board members that Executive Director evaluation forms should be completed in advance of April closed session.

9. **Adjournment**

There being no further business, the meeting was adjourned at 6:30 p.m.
Approved by THPLD board action on **April 24, 2018**.

[Signature]
Melissa Batchelor, Secretary