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
      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:

Batchelor Yes
Botterbush Yes
McAtee Yes
St. Peters Absent
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 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:

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

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:

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<td>McAtee</td>
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<td>Tassinari</td>
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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:

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

Ms. Duvernay 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 21, 2018**.

[Signature]
Melissa Batchelor, Secretary