THE HAYNER PUBLIC LIBRARY DISTRICT
TRUSTEE MEETING MINUTES
JULY 26, 2018
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
      Ms. Kim Shoemaker                           Trustee
      Mr. Dan St. Peters                          Trustee
      Mrs. Mary Lou DeGrand Watson                Trustee

      Members Absent:

      Dr. Melissa Batchelor                      Secretary    Excused
      Mrs. Karen McAtee                           Treasurer    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 Mr. St. Peters, seconded by Mr. Tassinari, to approve the agenda. There were no changes to the consent items.
A roll call vote was taken:

Batchelor        Absent
Botterbush       Yes
McAtee           Absent
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. Tassinari, to approve the consent items as follows:

A. Approval of the minutes of the regular meeting conducted on June 28, 2018;
B. Approval of the bill lists for the periods ending June 1, June 15, 2018 and June 29, 2018 payable on the same dates;
C. Approval of the Financial Statements for the months ending June 30, 2018 subject to audit;
D. Resolution of Investment Policy Compliance.

A roll call vote was taken:

Batchelor        Absent
Botterbush       Yes
McAtee           Absent
St. Peters       Yes
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. Ordinances

   A. A motion was made by Mr. St. Peters, seconded by Mrs. Watson, to approved the following ordinances for FY 2019:
      Ordinance 18-3: An ordinance to levy and assess .02% of all taxable property within The Hayner Public Library District for building and maintenance pursuant to 75 ILCS 16/35-5; and
      Ordinance 18-4: The Hayner Public Library District Electronic Resources Acceptable Use Policy.

      A roll call vote was taken:

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

      Motion carried.

6. Director’s Report

   Ms. Duvernay discussed the following topics in addition to her written report:
   • Auditors from Scheffel Boyle concluded their onsite audit today;
   • Our roofing contractor examined the roof on the Hayner Building following the loss of a few slate tiles. He made repairs and determined that the roof is in good shape;
   • Graffiti was discovered on the Downtown library building and book drop. We are working with police on this matter;
   • A retirement celebration will be held on August 2 at Decaro’s restaurant for Marilyn Stewart;
   • Facebook posts regarding upcoming Hayner events are registering significant hits;
   • Ms. Duvernay read a thank-you note from Jan Harnetaieux.
7. **General Discussion**

There was no additional general discussion.

8. **Closed session**

A. A motion was made by Mrs. Watson, seconded by Ms. Shoemaker, to approve entering closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees per 5ILCS 120/2(c)(1).

A roll call vote was taken:

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<th>Name</th>
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Motion carried. The trustees entered closed session at 6:08 p.m.

**Ms. Duvernoy and Ms. Hardin left the meeting at 6:08 p.m.**

B. A motion was made and seconded to approve returning to open session. The trustees returned to open session at 6:26 p.m.

**Ms. Duvernoy and Ms. Hardin returned to the meeting at 6:28 p.m.**

9. **Director’s Compensation**

A. A motion was made by Mrs. Watson, seconded by Mr. St. Peters, to increase the Executive Director’s salary by 2% for FY 2019, retroactive to July 1, 2018.

A roll call vote was taken:

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Motion carried.
10. **Adjournment**

There being no further business, the meeting was adjourned at 6:32 p.m.

Approved by THPLD board action on **August 23, 2018**.

Melissa Batchelor, Secretary