THE HAYNER PUBLIC LIBRARY DISTRICT
TRUSTEE MEETING MINUTES
OCTOBER 26, 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
Dr. Melissa Batchelor       Secretary
Mrs. Karen McAtee           Treasurer
Ms. Kim Shoemaker           Trustee
Mrs. Mary Lou DeGrand Watson Trustee

Members Absent:

Mr. Peter Tassinari       Vice President           Excused
Mr. Dan St. Peters        Trustee                   Excused

Others present:

Ms. Beradette Duvernay    Executive Director – THPLD
Ms. Sue Hardin             CFO / Asst. Dir. of HR – THPLD
Ms. LaAris Crumer          Cust. Svc. Mgr. - Downtown - THPLD

C. Recognition of visitors to the meeting

Mr. Botterbush asked Ms. Duvernay to introduce LaAris Crumer, the new Customer Service Manager of the Downtown library. A brief introduction and welcome from the Board followed.

Ms. Crumer left the meeting at 6:03 p.m.
D. **Approval of agenda and requested changes to consent items**

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
- McAtee: Yes
- St. Peters: Absent
- Shoemaker: Yes
- Tassinari: Absent
- 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 September 28, 2017;
B. Approval of the bill lists for the periods ending September 8, 2017 and September 22, 2017 payable on the same dates;
C. Approval of the Financial Statements for the months ending September 30, 2017, subject to audit.

A roll call vote was taken:

- Batchelor: Yes
- Botterbush: Yes
- McAtee: Yes
- St. Peters: Absent
- Shoemaker: Yes
- Tassinari: Absent
- 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. **Levy Ordinance**

A motion was made by Mrs. Watson, seconded by Dr. Batchelor, to approve Levy Ordinance 17-7 for Fiscal Year 2018.

A roll call vote was taken:

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
</tr>
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<tbody>
<tr>
<td>Batchelor</td>
<td>Yes</td>
</tr>
<tr>
<td>Botterbush</td>
<td>Yes</td>
</tr>
<tr>
<td>McAtee</td>
<td>Yes</td>
</tr>
<tr>
<td>St. Peters</td>
<td>Absent</td>
</tr>
<tr>
<td>Shoemaker</td>
<td>Yes</td>
</tr>
<tr>
<td>Tassinari</td>
<td>Absent</td>
</tr>
<tr>
<td>Watson</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Motion carried.

6. **Policy Ordinances**

A motion was made by Dr. Batchelor, seconded by Ms. Shoemaker, to approve the following annual policy ordinances for FY 2018:

17-8    Behavior Policy  
17-9    Collection Development Policy  
17-10   Disaster Preparedness Policy  
17-11   Electronic Resources Acceptable Use Policy  
17-12   Genealogy & Local History Policy  
17-13   Interlibrary Loan Policy  
17-14   Investment Policy  
17-15   Operations Policy  
17-16   Volunteer Policy
17-17 Personnel Policy
17-18 Registered Sex Offender Policy
17-19 Ethics Policy
17-20 Fundraising Policy

A roll call vote was taken:

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

Motion carried.

7. **Director’s Report**

In addition to her previously submitted written report, Ms. Duvernay reiterates that the Per Capita Grant application requires the Board of Trustees to review the Trustee By-Laws. Staff and Trustees must also review Chapter 12 of *Standards for Illinois Public Libraries 3.0* regarding safety and security in the library. She also reminded the Trustees of their obligation to complete the Open Meetings Act course. Ms. Duvernay will send the link for the OMA training, as well as the Trustee By-Laws. In addition, she reminded the Trustees that all branches of the library will be closed on Saturday, November 11, in observance of Veterans’ Day. Ms. Duvernay also notified the Board of her vacation plans Nov. 21 – 24.

8. **General Discussion**

There was brief discussion regarding the occupancy at Alton Square Mall. The Hallmark store has reopened and the Macy’s building is scheduled for demolition within the next 30 days. Also, the offices of The Telegraph will be moving from Broadway to Piasa St in Alton.

9-10. **Closed Minutes Review & Action**

Mr. Botterbusch postponed review of the Closed Meeting minutes to the November board meeting.

11. **Adjournment**

There being no further business, the meeting was adjourned at 6:12 p.m.
Approved by THPLD board action on November 16, 2017.

Melissa Batchelor, Secretary