THE HAYNER PUBLIC LIBRARY DISTRICT
TRUSTEE MEETING MINUTES
MAY 25, 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. Kevin Chapel Vice-President
Dr. Melissa Batchelor Secretary
Mrs. Karen McAtee Treasurer
Mrs. Mary Lou DeGrand Watson Trustee

Members absent:

Mr. Dan St. Peters Trustee Unexcused
Mr. Peter Tassinari Trustee (Running late; will arrive later)

Others present:

Ms. Bernadette Duvernoy Executive Director – THPLD
Ms. Sue Hardin CFO / Asst. Dir. of HR – THPLD
Ms. Kim Shoemaker Trustee-elect
Devin Vandegriff Boy Scout Troop #7 - Alton

C. Recognition of visitors to the meeting

Mr. Botterbush welcomed Ms. Shoemaker and Devin to the board meeting. Ms. Shoemaker will take the Oath of Office during the meeting and will become the newest Trustee for The Hayner Public Library District. Devin is working on a Boy Scout badge which requires attendance at a public meeting.
D1.  Approval of agenda and requested changes to consent items

A motion was made by Mrs. McAtee, seconded by Mrs. Watson, to approve the agenda. There were no changes to the consent items.

A roll call vote was taken:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor</td>
<td>Yes</td>
</tr>
<tr>
<td>Botterbush</td>
<td>Yes</td>
</tr>
<tr>
<td>Chapel</td>
<td>Yes</td>
</tr>
<tr>
<td>McAtee</td>
<td>Yes</td>
</tr>
<tr>
<td>St. Peters</td>
<td>Absent</td>
</tr>
<tr>
<td>Tassinari</td>
<td>Absent</td>
</tr>
<tr>
<td>Watson</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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 April 26, 2017;
B. Approval of the bill lists for the periods ending April 7, 2017 and April 21, 2017, payable on the same dates;
C. Approval of the Financial Statements for the months ending April 30, 2017.

A roll call vote was taken:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor</td>
<td>Yes</td>
</tr>
<tr>
<td>Botterbush</td>
<td>Yes</td>
</tr>
<tr>
<td>Chapel</td>
<td>Yes</td>
</tr>
<tr>
<td>McAtee</td>
<td>Yes</td>
</tr>
<tr>
<td>St. Peters</td>
<td>Absent</td>
</tr>
<tr>
<td>Tassinari</td>
<td>Absent</td>
</tr>
<tr>
<td>Watson</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Motion carried.
4. **Trustee Recognition**

Mr. Botterbush recognized the contributions of Dr. Kevin Chapel to The Hayner Public Library District over the past thirteen years (2004 – 2017). In recognition of his dedicated service, the Library has purchased the novel “Atlas Shrugged” in his honor. A bookplate honoring Dr. Chapel has been permanently affixed to the book.

**Dr. Chapel was excused from the meeting at 6:04 p.m.**
**Mr. Tassinari arrived at 6:05 p.m.**

5. **Oath Administration**

A. Dr. Batchelor administered the Oath of Office to the recently re-elected Trustees:
   - Mr. Kevin Botterbush and Mrs. Karen McAtee; and to newly elected Trustee, Ms. Kim Shoemaker.

6. **Sine Die Adjournment**

Mr. Botterbush adjourned the meeting of the former Board.

7. **Reorganization of the Board of Trustees**

A. Roll call was taken.

   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 Unexcused

B. **Appointment of Temporary Chair**

A motion was made by Dr. Batchelor, seconded by Mrs. McAtee, to appoint Mrs. Watson as temporary chair.
A roll call vote was taken:

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

Motion carried.

C. Election of Officers

Mrs. Watson presented the proposed slate of officers for 2017 – 2019:

President: Mr. Kevin Botterbush
Vice President: Mr. Peter Tassinari
Secretary: Dr. Melissa Batchelor
Treasurer: Mrs. Karen McAtee

A motion was made by Dr. Batchelor, seconded by Mrs. McAtee, to elect the officers as proposed.

A roll call vote was taken:

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

Motion carried. Mr. Botterbush resumed his role as president and continued to preside over the meeting.

8. Determination of Prevailing Wage Rates

A motion was made by Mrs. McAtee, seconded by Mrs. Watson, to approve a resolution of the Determination of Prevailing Wage Rates. These rates represent the most current data provided by the Department of Labor as of July 2015.
A roll call vote was taken:

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

Motion carried.

9. 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

10. Meeting Location

A motion was made by Dr. Batchelor, seconded by Mrs. McAtee, to approve Ordinance 17-21, setting the meeting location for fiscal year 2017-2018.

A roll call vote was taken:

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

Motion carried.
11. **Director's Report**

In addition to her previously submitted written report, Ms. Duvernoy discussed the following topics:

- Quarterly FOIA request from SmartProcure;
- Completion of downtown library roof replacement project;
- Upcoming siding installation on downtown library building following Hudson Bldg. demolition;
- Security gate maintenance at all library locations;
- Future purchase of new door-counting technology;
- Upcoming lease renewal with Hull Management for Alton Square library; (Building and Equipment Committee will meet to further discuss lease options);
- Hull Management's commitment to the Homer Adams Parkway corridor and their investment in our community.

12. **General Discussion**

Mr. Botterbush discussed the requirements of the Open Meetings Act and emphasized the importance of complying with all aspects of this Act. Any questions about the OMA can be referred to Mr. Botterbush or Ms. Duvernoy. Additional information about the Act can be found at http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=84&ChapterID=2. The trustees also discussed possible links to the Board website that might improve access to the secure site. There was discussion regarding the sections of the downtown library that have been closed due to the Hudson Building renovation/demolition. These areas will be repaired and re-opened following completion of the server room project at Alton Square. Lastly, Ms. Duvernoy reported that a new phone system will be installed in the coming weeks.

13. **Adjournment**

There being no further business, the meeting was adjourned at 6:31 p.m.

Approved by THPLD board action on June 22, 2017.

Melissa Batchelor, Secretary