THE HAYNER PUBLIC LIBRARY DISTRICT
TRUSTEE MEETING MINUTES
NOVEMBER 16, 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
   Mr. Peter Tassinari                Vice President
   Dr. Melissa Batchelor              Secretary
   Ms. Kim Shoemaker                  Trustee
   Mr. Dan St. Peters                 Trustee
   Mrs. Mary Lou DeGrand Watson       Trustee

   Members Absent:

   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 Mrs. Watson, 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          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 Mr. St. Peters, seconded by Mr. Tassinari, to approve the consent items as follows:

A. Approval of the minutes of the regular meeting conducted on October 26, 2017;
B. Approval of the bill lists for the periods ending October 6, 2017 and October 20, 2017 payable on the same dates;
C. Approval of the Financial Statements for the months ending October 31, 2017, subject to audit.

A roll call vote was taken:

Batchelor       Yes
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
5. **Policy Ordinance**

A motion was made by Mrs. Watson, seconded by Ms. Shoemaker, to approve By-Laws Ordinance 17-21 for Fiscal Year 2018.

A roll call vote was taken:

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

Motion carried.

6. **Director's Report**

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

- High speed internet project completion;
- New door counters;
- Availability of Narcon packs for emergency use (expert consultant to present opportunities to Department Managers in January; full staff on Staff Development Day);
- Requirements for Per Capita Grant—staff and board will review Chapter 12 (Security) of *Standards for Illinois Public Libraries*; Board will review Chapters 1-5 of *Trustee Facts on File*;
- Open Meetings Act training has been completed;
- Mr. Botterbush will complete continuing education training on Security in the library;
- Gift from the Russell family;
- Gift from the Genie Keller estate;
- Non-print room of Downtown library is now open and fully restored;
- Young adult materials are now included in the Adult collection of the Downtown library.
7. **General Discussion**

Mr. Botterbush received a patron call regarding the free classes offered at the library. The caller was exceptionally pleased with the variety of offerings and the expertise of the instructors.

8. **Closed Minutes Review & Action**

A motion was made by Mrs. Watson, seconded by Mrs. Batchelor to enter closed session per 5 ILCS 120/2(c) (21) to discuss minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of minutes or semi-annual review of the minutes as mandated by Section 2.06.

A roll call vote was taken:

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

Motion carried. Board entered closed session at 6:17 p.m.

9. **Closed Minutes**

A motion was made by Mr. St. Peters, seconded by Dr. Batchelor, to approve destruction of specific tapes retained for 18 months or longer.

A roll call vote was taken:

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

Motion carried.

10. **Adjournment**

There being no further business, the meeting was adjourned at 6:29 p.m.
Approved by THPLD board action on January 11, 2018.

Melissa Batchelor, Secretary