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
      Mr. Dan St. Peters  Trustee
      Mr. Peter Tassinari  Trustee
      Mrs. Mary Lou DeGrand Watson  Trustee

      Members absent:

      None

      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. McAtee, seconded by Mrs. Watson, to approve the agenda. There were no changes to the consent items.
A roll call vote was taken:

Batchelor  Yes
Botterbush Yes
Chapel  Yes
McAtee  Yes
St. Peters  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 Dr. Batchelor, seconded by Mr. St. Peters, to approve the consent items as follows:

A. Approval of the minutes of the regular meeting conducted on September 22, 2016;
B. Approval of the bill lists for the periods ending September 9, 2016 and September 23, 2016, payable on the same dates;
C. Financial Statements for the months ending June 30, 2016 (following auditors’ adjustments), August 31, 2016, and September 30, 2016.

A roll call vote was taken:

Batchelor  Yes
Botterbush Yes
Chapel  Yes
McAtee  Yes
St. Peters  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. Policy Ordinances

A motion was made by Mr. St. Peters, seconded by Mrs. Watson, to approve the following Policy Ordinances for FY 2017:

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

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>Chapel</td>
<td>Yes</td>
</tr>
<tr>
<td>McAtee</td>
<td>Yes</td>
</tr>
<tr>
<td>St. Peters</td>
<td>Yes</td>
</tr>
<tr>
<td>Tassinari</td>
<td>Yes</td>
</tr>
<tr>
<td>Watson</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Motion carried.

6. Resolution

A motion was made by Mrs. Watson, seconded by Dr. Batchelor to approve a resolution providing the sale of non resident cards for fiscal year 2017.
A roll call vote was taken:

- Batchelor: Yes
- Botterbush: Yes
- Chapel: Yes
- McAtee: Yes
- St. Peters: Yes
- Tassinari: Yes
- Watson: Yes

Motion carried.

7. **Director’s Report**

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

- Status of Hudson Building;
- Status of Downtown library roof replacement project;
- New circulations policies for DVDs and magazines;
- Retirement of Kate Rose, administrative assistant.

8. **General Discussion**

There was no additional general discussion.

9. **Closed Minutes Review**

A motion was made by Mrs. Watson, seconded by Mrs. McAtee, to Motion to approve entering 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
- Chapel: Yes
- McAtee: Yes
- St. Peters: Yes
- Tassinari: Yes
- Watson: Yes

Motion carried.

The meeting entered closed session at 6:18 p.m.
B. A motion was made by Mrs. Watson, seconded by Dr. Chapel, to return to open session.

A roll call vote was taken:

- Batchelor  Yes
- Botterbush  Yes
- Chapel      Yes
- McAtee      Yes
- St. Peters  Yes
- Tassinari  Yes
- Watson      Yes

Motion carried.

The meeting returned to open session at 6:19 p.m.

10. **Closed Minutes**

A motion was made by Mr. St. Peters, seconded by Dr. Chapel, to reclassify specific closed minutes as open minutes and to approve destruction of specific tapes retained for 18 months or longer.

A roll call vote was taken:

- Batchelor  Yes
- Botterbush  Yes
- Chapel      Yes
- McAtee      Yes
- St. Peters  Yes
- Tassinari  Yes
- Watson      Yes

Motion carried.

### Adjournment

There being no further business, the meeting was adjourned at 6:21 p.m.

Approved by THPLD board action on **November 17, 2016**.

\[Signature\]  
Melissa Batchelor, Secretary