1. **Opening of Meeting**

   A. **Call to order**

      Mr. Kevin Botterbush, President, presided and called the meeting to order at 6:02 p.m.

   B. **Determination of a quorum**

      Members present:

      Mr. Kevin Botterbush                  President
      Dr. Jill Lane                         Trustee
      Ms. Kim Shoemaker                    Trustee
      Mr. Peter Tassinari                  Vice President
      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. - HR – THPLD
      Mr. Steve Pembrook                   Scheffel Boyle CPA
      Mr. Josh Andres                      Scheffel Boyle CPA
      Mr. Tyler Jackson                    Scheffel Boyle CPA

   C. **Recognition of visitors to the meeting**

      Mr. Botterbush welcomed Mr. Pembrook, Mr. Andres and Mr. Jackson to the meeting.

   D. **Approval of agenda and requested changes to consent items**

      1. A motion was made by Mrs. Watson, 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
Lane  Yes
McAtee  Absent
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 Dr. Lane, seconded by Ms. Shoemaker, to approve the consent items as follows:

A. Minutes of the Public Hearing conducted on August 22, 2019;
B. Minutes of the regular meeting conducted on August 22, 2019;
C. Bill lists for the periods ending August 9, 2019 and August 23, 2019, payable on the same dates;

A roll call vote was taken:

Batchelor  Absent
Botterbush  Yes
Lane  Yes
McAtee  Absent
Shoemaker  Yes
Tassinari  Yes
Watson  Yes

Motion carried.

4. **Audit Presentation**

Mr. Andres and Mr. Pembrook presented the results of the annual audit and summarized their findings for the trustees. They reported an unqualified, clean audit of the District’s financial statements. They thanked the Hayner staff for advance preparation and cooperation throughout the audit process.

*Mr. Jackson, Mr. Andres and Mr. Pembrook left the meeting at 6:19 p.m.*
5. **Committee Reports**

A. **Building & Equipment**
   
   No meeting; no report

B. **Finance & Insurance**
   
   No meeting; no report

D. **Personnel**
   
   No meeting; no report

6. **Policies**

   A. A motion was made by Mrs. Watson, seconded by Mr. Tassinari to approve the following annual policy ordinances for FY 2020:

   - 19-4 Behavior Policy
   - 19-5 Collection Development Policy
   - 19-6 Disaster Preparedness Policy
   - 19-7 Electronic Resources Acceptable Use Policy
   - 19-8 Genealogy & Local History Policy
   - 19-9 Interlibrary Loan Policy
   - 19-10 Investment Policy
   - 19-11 Operations Policy
   - 19-12 Volunteer Policy
   - 19-13 Personnel Policy
   - 19-14 Sex Offender Policy
   - 19-15 Ethics Policy
   - 19-16 Fundraising Policy
   - 19-17 Security Camera Policy

   A roll call vote was taken:

   - Batchelor: Absent
   - Botterbush: Yes
   - Lane: Yes
   - McAtee: Absent
   - Shoemaker: Yes
   - Tassinari: Yes
   - Watson: Yes

   Motion carried.

7. **Director’s Report**

   In addition to her previously submitted written report, Ms. Duvernoy discussed the following topics:
• Ms. Duvernoy & Mr. Botterbush met with APD to finalize the Progressive Discipline section of THPLD’s Behavior Policy. The revisions were approved by counsel, Mr. Mottaz
• Hayner is a partner in the upcoming annual Vintage Voices event.
• Plans are underway for a holiday Open House in the Hayner Genealogy and Local History library.

8. **General Discussion**

Ms. Duvernoy reminded the trustees of their obligation to review materials as required by the Per Capita Grant application. She also thanked Dr. Lane for completing her Open Meetings Act training.

9. **Adjournment**

There being no further business, the meeting was adjourned at 6:28 p.m.

Approved by THPLD board action on **October 24, 2019**.

[Signature]

Melissa Batchelor, Secretary