THE HAYNER PUBLIC LIBRARY DISTRICT
TRUSTEE MEETING MINUTES
SEPTEMBER 27, 2018
ADMINISTRATIVE OFFICES
401 STATE STREET, ALTON, ILLINOIS 62002

1. Opening of Meeting

A. Call to order

Mr. Peter Tassinari, Vice President, presided and called the meeting to order at 6:00 p.m.

B. Determination of a quorum

Members present:

Mr. Peter Tassinari Vice President
Dr. Melissa Batchelor Secretary
Mr. Dan St. Peters Trustee
Ms. Kim Shoemaker Trustee

Members Absent:

Mr. Kevin Botterbush President Arrived later
Mrs. Karen McAttee Treasurer Excused
Mrs. Mary Lou DeGrand Watson Trustee 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

Mr. Tassinari acknowledged that no visitors were in attendance.

D. Approval of agenda and requested changes to consent items

A motion was made by Mr. St. Peters, seconded by Dr. Batchelor, to approve the agenda. There were no changes to the consent items.
A roll call vote was taken:

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

2. **Open forum**

Mr. Tassinari 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 Ms. Shoemaker, to approve the consent items as follows:

A. Approval of the minutes of the closed session conducted on July 26, 2018;
B. Approval of the minutes of the Public Hearing conducted on August 23, 2018;
C. Approval of the minutes of the regular meeting conducted on August 23, 2018;
D. Approval of the bill lists for the periods ending August 10, 2018 and August 24, 2018 payable on the same dates;

A roll call vote was taken:

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</table>

Motion carried.

*Mr. Botterbush arrived at 6:03 p.m and assumed leadership of the meeting.*
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. **Policies**

   A motion was made by Dr. Batchelor, seconded by Mr. Tassinari, to approve the following annual policy ordinances for FY 2019:

   18-6   Behavior Policy  
   18-7   Collection Development Policy  
   18-8   Disaster Preparedness Policy  
   18-9   Electronic Resources Acceptable Use Policy  
   18-10  Genealogy & Local History Policy  
   18-11  Interlibrary Loan Policy  
   18-12  Investment Policy  
   18-13  Operations Policy  
   18-14  Volunteer Policy  
   18-15  Personnel Policy  
   18-16  Sex Offender Policy  
   18-17  Ethics Policy  
   18-18  Fundraising Policy  
   18-19  Security Camera Policy

   A roll call vote was taken:

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

Motion carried.
6. **Director’s Report**

Ms. Duvernay did not have any additions to the written report previously submitted to the Board. She discussed the FY2019 Per Capita Grant requirement that Trustees review chapters 6-10 of the “Trustee Facts File Third Edition.” She encouraged all trustees to complete their review prior to the October meeting.

7. **General Discussion**

There was no general discussion.

8. **Adjournment**

There being no further business, the meeting was adjourned at 6:07 p.m.

Approved by THPLD board action on **October 25, 2018**.

Melissa Batchelor, Secretary