1. **Opening of Meeting**

   A. **Call to order**

   Mr. Dan St. Peters, President, presided and called the meeting to order at 6:00 p.m.

   B. **Determination of a quorum**

   Members present:

   - Mr. Dan St. Peters, President
   - Mr. David Schmalbeck, Vice-President
   - Mr. Kevin Botterbush, Secretary
   - Mrs. Karen McAtee, Treasurer
   - Mrs. Melissa Batchelor, Trustee
   - Mrs. Mary Lou DeGrand Watson, Trustee

   Member absent:

   - Dr. Kevin Chapel, Trustee, Excused

   Others present:

   - Ms. Bernadette Davernay, Executive Director - THPLD
   - Ms. Sue Hardin, CFO & Asst Dir - HR – THPLD
   - Mr. Steve Pembrook, The Scheffel Companies
   - Mr. Josh Andres, The Scheffel Companies

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

   Mr. St. Peters welcomed Mr. Pembrook and Mr. Andres.

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

   A motion was made by Mrs. McAtee, seconded by Mr. Schmalbeck, to approve the agenda. There were no requested changes to consent items.
A roll call vote was taken:

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Motion carried.

2. **Open forum**

Mr. St. Peters acknowledged that no “Request to be Heard” forms had been submitted.

3. **Approval of Consent items**

A motion was made by Mrs. Batchelor, seconded by Mrs. Watson, to approve the consent items as follows:

A. Approval of the minutes of the regular meeting conducted on August 22, 2013;
B. Approval of the minutes of the closed sessions conducted on August 22, 2013;
C. Approval of the bills lists for the periods ending August 2, 2013, August 16, 2013 and August 30, 2013, payable on the same dates;

A roll call vote was taken:

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Motion carried.

4. **Audit Presentation**

Mr. Pembrook and Mr. Andres, representatives from Scheffel & Company, presented the annual audit report for fiscal year 2013. The district’s financial position continues to be favorable, considering the economic factors facing this region. The District ended the year with net revenues exceeding net expenses by $128,968. There were no negative findings to report. Mr. Andres closed the presentation by complimenting the Hayner staff for their excellent preparation of documents and their cooperation in completing the audit in a timely manner.
Mr. Pembrook and Mr. Andres left the meeting at 6:21 p.m.

5. **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**
      Mrs. Watson reported that the Personnel Committee met to discuss plans for a Welcome Reception for the newly named Executive Director. The reception will be held on Thursday, November 7 from 5 – 7 p.m. in the Hayner Genealogy and Local History Library. Light refreshments will be served. Invitations will be mailed next Monday. The committee will meet again in October to finalize plans.

6. **Policies**

   A. A motion was made by Mrs. Watson, seconded by Mr. Botterbush, to approve the following policy ordinances for FY 2014:

      1. Ordinance 13-8 – Behavior Policy
      2. Ordinance 13-9 – Collection Development
      3. Ordinance 13-10 – Disaster Preparedness
      4. Ordinance 13-11 – Electronic Resources Acceptable Use
      5. Ordinance 13-12 – Genealogy & Local History Library
      6. Ordinance 13-13 – Interlibrary Loan
      7. Ordinance 13-14 – Investment Policy
      9. Ordinance 13-16 – Volunteer Policy

   A roll call vote was taken:

   Batchelor: Yes
   Botterbush: Yes
   Chapel: Absent
   Mccatee: Yes
   St. Peters: Yes
   Schmalbeck: Yes
   Watson: Yes

   Motion carried.

7. **Non-Resident Card**

   A motion was made by Mrs. Batchelor, seconded by Mrs. Watson, to approve the reinstatement of non-resident library cards at a rate of $130 per family per year.
A roll call vote was taken:

- Batchelor: Yes
- Betterbush: Yes
- Chapel: Absent
- McAtee: Yes
- St. Peters: Yes
- Schmalbeck: Yes
- Watson: Yes

Motion carried.

8. **Director's Report**

In addition to the written report submitted previously, Ms. Duvernoy reported that we will soon offer text messaging notices for books that are on hold or overdue. Our appropriation ordinances were filed last month, but because of a publication delay by The Telegraph, we will now have to wait until the October meeting to approve the levy ordinances. Statistics are still a challenge through Polaris but they are working out the kinks so that hopefully we can make our statistical reports available again very soon. In the meantime, Ms. Duvernoy presented a brief fact sheet to the trustees outlining some of the major statistics for FY 2013. Ms. Duvernoy also made mention of the updated art appraisal that she emailed to the trustees. She recommended that the Building & Equipment Committee schedule a meeting because of some issues with the pipes in the Hayner Building and the possible need for a water purification unit. She further announced a workshop that will be held at Glen Carbon Centennial Library, titled "Roles and Responsibilities of Library Trustees." It will be held on Saturday, Nov. 2, from 9:30 – 11:30 a.m. Also, Alton Square Mall has agreed to add our programs to their website.

9. **General Discussion**

Mr. St. Peters congratulated Ms. Duvernoy and Ms. Hardin on another positive audit. There was brief discussion on the new program space in the mall and also the renovation that is taking place in the Hudson Building.

10. **Closed Session**

There was no motion to enter closed session, as the trustees felt that they had fully discussed the employment contract and job description of the Executive Director during last month’s meeting. Therefore, the meeting moved to the next agenda item.

11. **Appointment of Executive Director**

A. A motion was made by Mr. Schmalbeck, seconded by Mrs. Watson, to approve the annual compensation of $82,500 for the Executive Director of The Hayner Public Library District.
A roll call vote was taken:

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Motion carried.

B. A motion was made by Mr. Botterbush, seconded by Mr. Schmalbeck, to approve the employment contract for the Executive Director of The Hayner Public Library District.

A roll call vote was taken:

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Motion carried.

12. **Adjournment**

There being no further business, the meeting was adjourned at 6:41 p.m.

Approved by HPLD board action on **October 24, 2013**.

Kevin Botterbush, Secretary