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
      - Ms. Karen McAtee, Treasurer
      - Mr. Kevin Chapel, Trustee
      - Ms. Mary Lou DeGrand Watson, Trustee

      Member absent:
      
      - Mrs. Melissa Batchelor, 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**
      
      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 Ms. Watson, to approve the agenda. There were no changes to the consent items.
A roll call vote was taken:

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<td>Batchelor</td>
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<td>Botterbush</td>
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<td>Chapel</td>
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<td>McAtee</td>
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<td>St. Peters</td>
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<td>Schmalbeck</td>
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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 Mr. Botterbush, seconded by Dr. Chapel, to approve the consent items as follows:

A. Approval of the minutes of the regular meeting conducted on October 23, 2014;
B. Approval of the bill lists for the periods ending October 10, 2014 and October 24, 2014, payable on the same dates;
C. Financial Statements for the months ending October 31, 2014

A roll call vote was taken:

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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

E. **Fund Raising**
   Ms. Duvernoy reminded board members that minutes of the Fundraising Committee meetings are posted to the board website. She also reported on the following topics:
   - Book window stickers (will not be pursued – not cost effective)
   - IPad Air Raffle
   - Trivia Night
   - Cookbook sales: $1660 after four days of sales!
   - The next meeting will be held on Dec. 11 at 3:45 p.m.

5. **Levy Ordinances**

   A motion was made by Mr. Schmalbeck, seconded by Mrs. McAtee, to approve the following levy ordinances:

   14-19 – Audit Fund
   14-20 – Building & Equipment Fund
   14-21 – General Fund
   14-22 – Illinois Municipal Retirement Fund
   14-23 – Insurance Fund
   14-24 – Social Security Fund

   A roll call vote was taken:

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

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

- Cookbooks sales are off to a great start; there was a nice article in The Telegraph and an upcoming article in Today’s Advantage;
- There are now Customer Service Managers at both the downtown and mall locations: Janet Schwappe fills this role at the mall and Penny Noble has been hired to fill this position at the downtown library. Both report to Mary Cordes. Mary will now have more time to devote to website maintenance, Polaris training and inventory management, along with her regular duties.

7. **General Discussion**

The Personnel Committee will meet during the second week in January to begin preparations for the Executive Director’s evaluation.

8. **Closed Session**

A motion was *NOT* made to enter closed session for the purpose of discussing the lease of the Alton Square Mall library. No new information was made available to the Trustees by mall management that would warrant a closed session discussion.

9. **Adjournment**

There being no further business, the meeting was adjourned at 6:18 p.m.

Approved by THPLD board action on ____________________.

________________________
Kevin Botterbush, Secretary