THE HAYNER PUBLIC LIBRARY DISTRICT
TRUSTEE MEETING MINUTES
September 25, 2014
MULTI-PURPOSE ROOM
132 ALTON SQUARE, ALTON, ILLINOIS 62002

1. Opening of Meeting

A. Call to order

Mr. Dan St. Peters, President, presided and called the meeting to order at 6:01 p.m.

B. Determination of a quorum

Members present:

Mr. Dan St. Peters          President
Ms. Karen McAtee           Treasurer
Mrs. Melissa Batchelor      Trustee
Mr. Kevin Chapel            Trustee
Ms. Mary Lou DeGrant Watson Trustee

Member absent:

Mr. Kevin Botterbush        Secretary    Unexcused
Mr. David Schmalbeck        Vice President Excused

Others present:

Ms. Bernadette Duvernay     Executive Director – THPLD
Ms. Sue Hardin               CFO / Asst. Dir. of HR – THPLD
Mr. Josh Andres              Scheffel Boyle, CPA
Mr. Steve Pembroke           Scheffel Boyle, CPA

C. Recognition of visitors to the meeting

Mr. St. Peters welcomed Mr. Andres and Mr. Pembroke to the meeting.

D. Approval of agenda and requested changes to consent items

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

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<th>Name</th>
<th>Vote</th>
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<tr>
<td>Batchelor</td>
<td>Yes</td>
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<tr>
<td>Botterbush</td>
<td>Absent</td>
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<tr>
<td>Chapel</td>
<td>Yes</td>
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<tr>
<td>McAtee</td>
<td>Yes</td>
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<td>St. Peters</td>
<td>Yes</td>
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<td>Schmalbeck</td>
<td>Absent</td>
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<td>Watson</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 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 28, 2014;
B. Approval of the minutes of the public hearing conducted on August 28, 2014;
C. Approval of the bill lists for the periods ending August 1, 2014, August 15, 2014 and August 29, 2014, payable on the same dates;
D. Financial Statements for the months ending June 30, 2014, July 31, 2014 and August 31, 2014

A roll call vote was taken:

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Motion carried.
4. **Audit Presentation**

Mr. Andres and Mr. Pembrook presented the results of the annual audit and summarized those results in a two-page format for the trustees. They reported an unqualified, clean opinion and explained how the depreciation of our collection and buildings negatively impacts the overall position of our net assets. They thanked the staff for their preparation and cooperation through the audit process.

*Mr. Andres and Mr. Pembrook left the meeting at 6:25 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**
   
   No meeting; no report

E. **Fund Raising**

Mrs. Watson reported in Mr. Botterbush's absence. The cookbook should be available by Thanksgiving. It has over 900 recipes and will sell for $20. We are hoping to have a table set up in the mall on Black Friday promoting sales. The committee met in August and members were asked to prioritize which activities they wish to see as future fundraising events. The committee will continue to meet monthly at 3:45 p.m. on the third Thursday.

6. **Policies**

A motion was made by Mrs. McAtee, seconded by Dr. Chapel, to approve the following annual policy ordinances for FY 2015:

14-8 Behavior Policy
14-9 Collection Development Policy
14-10 Disaster Preparedness Policy
14-11 Electronic Resources Acceptable Use Policy
14-12 Genealogy & Local History Library Mission Statement & Collection Policy
14-13 Inter-Library Loan Policy
14-14 Investment Policy
14-15 Operations Policies
14-16 Volunteer Policy
14-17 Personnel Policy
A roll call vote was taken:

Batchelor  Yes
Botterbush  Absent
Chapel      Yes
McAtee      Yes
St. Peters  Yes
Schmalbeck  Absent
Watson      Yes

Motion carried.

7. **Resolution to Appeal Property Tax Assessment**

A motion was made by Dr. Chapel, seconded by Mrs. Watson to approve a resolution providing intervention in an appeal proceeding and authorization to appoint Steve Mottaz to take action on behalf of The Hayner Public Library District.

A roll call vote was taken:

Batchelor  Yes
Botterbush  Absent
Chapel      Yes
McAtee      Yes
St. Peters  Yes
Schmalbeck  Absent
Watson      Yes

Motion carried.

8. **Director’s Report**

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

- Moisture damage to two prints in the Genealogy and Local History Library; Ms. Duvernoy called our contractor, Jun Construction, to check the building and roof and they could not find any reason for the moisture. They referred her to a consulting firm in Highland for further assessment.
- “Show us your Library Card” - Campaign will run from Nov. 29 – Dec. 6. Twenty businesses are participating and will offer discounts to library patrons who present their library cards.
9. **General Discussion**

   There will be a Building and Equipment Committee meeting on Monday, October 6 at 5:30 p.m. in the Multi-purpose Room of the Alton Square Library. The purpose of the meeting will be to discuss the lease at the mall, and also perhaps paying down some of the principal on the CNB construction loan.

10. **Adjournment**

    There being no further business, the meeting was adjourned at 6:43 p.m.

Approved by HPLD board action on **October 23, 2014**.

[Signature]

*Kevin Botterbush, Secretary*