

**THE HAYNER PUBLIC LIBRARY DISTRICT
TRUSTEE MEETING MINUTES
MAY 28, 2020
MEETING HELD VIA ZOOM**

1. Opening of Meeting

A. Call to order

Mr. Kevin Botterbush, President, presided and called the meeting to order at 5:00 p.m.

B. Determination of a quorum

Members present:

Mr. Kevin Botterbush	President
Mr. Peter Tassinari	Vice President
Dr. Melissa Batchelor	Secretary
Mrs. Karen McAtee	Treasurer
Dr. Jill Lane	Trustee
Ms. Kim Shoemaker	Trustee
Mrs. Mary Lou DeGrand Watson	Trustee

Members Absent:

None

Others present:

Ms. Bernadette Duvernoy	Executive Director – THPLD
Ms. Sue Hardin	CFO; Asst. Dir. - 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

1. A motion was made by Mrs. Watson, seconded by Dr. Lane, to approve the agenda. There were no changes to the consent items.

A roll call vote was taken:

Batchelor	Yes
Botterbush	Yes
Lane	Yes
McAtee	Yes
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 Mrs. McAtee, to approve the consent items as follows:

- A. Minutes of the regular meeting conducted on April 23, 2020;
- B. Bill lists for the periods ending April 3, 2020 and April 17, 2020, payable on the same dates;
- C. Financial statements for months ending April 30, 2020.

A roll call vote was taken:

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

Motion carried.

4. **Committee Reports**

- 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. Insurance

A. A motion was made by Ms. Shoemaker, seconded by Mrs. Watson, to approve the casualty, property, and liability insurance proposals for FY 2021. The proposal also includes the Workers Compensation policy.

A roll call vote was taken:

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

Motion carried.

6. Hours of Operation

A. A motion was made by Dr. Batchelor, seconded by Dr. Lane, to approve temporarily adjusting the Library hours of operation.

A roll call vote was taken:

Batchelor	Yes
Botterbush	Yes
Lane	Yes
McAtee	Yes
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:

- Salaried staff worked Wednesday & Thursday to prepare for resumption of services on June 1. Part-time staff will return on June 1. Opening for curbside service only;

- Modified hours & curbside service are the norm among other libraries in IHLS;
- Materials may be returned through the book drop only. They will then be quarantined for 72 hours;
- Plexiglass barriers have been installed at circ desks; more barriers are planned upon receipt of additional plexiglass;
- Procedures are being evaluated on a daily basis and remain fluid;
- Summer reading events have been canceled; SRP will be conducted entirely online this year. Packets of materials are available for those without internet access;
- The Hayner building loan is being refinanced and should close within the week;
- Ms. Duvernoy was a guest on WBGZ to discuss reopening plans;
- Weekly Assistant Directors' meetings continue;
- Hull management has approved reduced hours at Alton Square;
- Genealogy library will remain closed through July; online genealogy services will remain free to patrons through June;
- Hayner website and social media accounts continue to promote online resources and databases; reopening plans will be shared upon approval;
- Management team is hopeful for a July reopening of facilities;
- Budget preparations are underway.

8. **General Discussion**

Mrs. Watson announced that the Board will forego the Executive Director's yearly evaluation this year, given the extenuating circumstances. It was decided that staff evaluations may also be waived this year.

9. **Adjournment**

There being no further business, the meeting was adjourned at 5:21 p.m.

Approved by THPLD board action on June 25, 2020.


 Melissa Batchelor, Secretary