1. Opening of Meeting

A. Call to order

Mr. Kevin Botterbush, President, presided and called the meeting to order at 5:30 p.m.

B. Determination of a quorum

Members present:

Mr. Kevin Botterbush 
Mr. Peter Tassinari 
Dr. Melissa Batchelor 
Mrs. Karen McAtee 
Ms. Kim Shoemaker 
Mrs. Mary Lou DeGrand Watson

President 
Vice President 
Secretary 
Treasurer 
Trustee 
Trustee

Members Absent:

Dr. Jill Lane

Trustee

Others present:

Ms. Bernadette Duvernoy 
Ms. Sae Hardin 
Mr. Josh Andres 
Mr. Tyler Jackson

Executive Director – THPLD 
CFO; Asst. Dir. - HR – THPLD 
Scheffel Boyle CPA 
Scheffel Boyle CPA

C. Recognition of visitors to the meeting

Mr. Botterbush welcomed Mr. Andres and Mr. Jackson to the meeting.

D. Approval of agenda and requested changes to consent items

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

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

A. Minutes of the Public Hearing conducted on August 27, 2020;
B. Minutes of the regular meeting conducted on August 27, 2020;
C. Bills lists for the periods ending August 7, 2020 and August 21, 2020 payable on the same dates;

A roll call vote was taken:

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

Motion carried.

4. **Audit Presentation**

Mr. Andres and Mr. Jackson presented the results of the annual audit and summarized their findings for the trustees. They reported an unqualified, clean audit of the District’s financial statements. They thanked the Hayner staff for advance preparation and cooperation throughout the audit process.

*Mr. Andres and Mr. Jackson left the meeting at 5:49 p.m.*
5. **Committee Reports**

A. Building & Equipment
   No meeting; no report

C. Finance & Insurance
   No meeting; no report

D. Personnel
   No meeting; no report

6. **Policies**

   A. A motion was made by Mrs. McAtee, seconded by Ms. Shoemaker, to approve the following annual policy ordinances for FY 2021:

   20-5 Behavior Policy
   20-6 Collection Development Policy
   20-7 Disaster Preparedness Policy
   20-8 Electronic Resources Acceptable Use Policy
   20-9 Genealogy & Local History Policy
   20-10 Interlibrary Loan Policy
   20-11 Investment Policy
   20-12 Operations Policy
   20-13 Volunteer Policy
   20-14 Personnel Policy
   20-15 Sex Offender Policy
   20-16 Ethics Policy
   20-17 Fundraising Policy
   20-18 Security Camera Policy

   A roll call vote was taken:

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

   Motion carried.

7. **Deed**

   A motion was made by Mrs. Watson, seconded by Mrs. McAtee, to approved change in Deed Document #2013R34841.
A roll call vote was taken:

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

8. **Director’s Report**

In addition to her previously submitted written report, Ms. Duvernoy discussed the following topics:

- Plans are underway to open the Genealogy & Local History Library to the public for computer / printing use only. This will be available by appointment only;
- Based upon recommendations by experts in the field we are now quarantining materials for seven days upon their return to our buildings;
- Book bundles continue to be a popular new service;
- Virtual programming is still going well, especially the kids’ programming; we have added two new databases to enhance virtual programming for youth services;
- Pursuant to recent legislation, all branches of THPLD will be closed on election day, Nov. 3, 2020;
- Ms. Duvernoy reminded trustees of their responsibility to review all chapters of “Serving our Public 4.0.”
- Curbside service continues to go well; Ms. Duvernoy recommended the continuation of curbside service only during the month of October. BOARD MEMBERS CONCURRED.

9. **General Discussion**

Mr. Botterbush reported that he will be making a presentation about Hayner’s many services and adaptations during the pandemic. This will be presented in October at First Presbyterian Church in Alton.

10. **Adjournment**

There being no further business, the meeting was adjourned at 6:16 p.m. Approved by THPLD board action on October 22, 2020

Melissa Batchelor, Secretary