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                  President
      Mr. Peter Tassinari                   Vice President
      Dr. Melissa Batchelor                 Secretary
      Mrs. Karen McAtee                     Treasurer
      Dr. Jill Lane                         Trustee
      Ms. Kim Shoemaker                     Trustee

      Members Absent:

      Mrs. Mary Lou DeGrand Watson          Trustee          Excused

      Others present:

      Ms. Bernadette Duvernoy               Executive Director – THPLD
      Ms. Sae 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. McAtee, seconded by Dr. Lane, to approve the agenda and remove approval of the Financial Statements from the consent items.
A roll call vote was taken:

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

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 Ms. Shoemaker, to approve the consent items as follows:

A. Minutes of the regular meeting conducted on September 24, 2020;
B. Bills lists for the periods ending September 4, 2020 and September 18, 2020 payable on the same dates;

A roll call vote was taken:

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

Motion carried.

4. **Committee Reports**

A. **Board Policy Development**
   No meeting; no report

B. **Building and Equipment**
   No meeting; no report

C. **Finance & Insurance**
   No meeting; no report
D. Personnel
No meeting; no report

5. Levy Ordinance
A. A motion was made by Dr. Lane, seconded by Mrs. McAtee, to approve Levy Ordinance 20-19 for FY 2021:

A roll call vote was taken:

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
</tr>
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<tbody>
<tr>
<td>Batchelor</td>
<td>Yes</td>
</tr>
<tr>
<td>Botterbush</td>
<td>Yes</td>
</tr>
<tr>
<td>Lane</td>
<td>Yes</td>
</tr>
<tr>
<td>McAtee</td>
<td>Yes</td>
</tr>
<tr>
<td>Shoemaker</td>
<td>Yes</td>
</tr>
<tr>
<td>Tassinari</td>
<td>Yes</td>
</tr>
<tr>
<td>Watson</td>
<td>Absent</td>
</tr>
</tbody>
</table>

Motion carried.

6. Director’s Report

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

- Twenty air purifiers with HEPA filters were installed in all three buildings; these were purchased by the Jennie D. Hayner Association;
- Touchless thermometers have been purchased to check employee (and ultimately, patron) temperatures;
- A new Story Walk will be installed in the upper level of Alton Square Mall in December;
- Once again Hayner staff assisted in biographical information for the annual Vintage Voices event; this year John Hayner’s three wives were featured in the tour;
- Book bundles continue to be a popular new service;
- Virtual programming is still going well;
- Plans are being finalized to open the Library of Genealogy and Local History for computer use only; plan is to start three days a week, 11–4, by appointment only;
- 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 November. BOARD MEMBERS CONCURRED.

7. General Discussion

We continue to receive positive feedback from the public; patrons seem to be grateful for the curbside services and the many creative ways we are delivering materials and providing remote access to information.
8. **Adjournment**

There being no further business, the meeting was adjourned at 5:58 p.m. Approved by THPLD board action on **November 19, 2020**.

Melissa Batchelor, Secretary