

**THE HAYNER PUBLIC LIBRARY DISTRICT**  
**TRUSTEE MEETING MINUTES**  
**FEBRUARY 25, 2021**  
**MEETING HELD VIA ZOOM**

**1. Opening of Meeting**

A. Call to order

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

B. Determination of a quorum

Members present:

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

Members Absent:

Mrs. Karen McAtee	Treasurer	Excused
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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 Dr. Batchelor, seconded by Dr. Lane, to approve the agenda. There were no changes to the consent items.

- D. Personnel  
No meeting; no report

5. Director's Report

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

- Plans are underway for a proposed reopening date of March 15, 2021. The following will apply as the buildings are reopened:
    - 1.) We will maintain current (reduced) hours of operation;
    - 2.) All persons over age 2 will be required to wear masks while in our buildings;
    - 3.) There will be a reduced number of computers with one hour limit per patron;
    - 4.) Casual seating and toys have been temporarily removed from all buildings;
    - 5.) Materials will be quarantined for three days;
    - 6.) No study rooms or study areas available;
    - 7.) Walkways must remain clean of patron belongings (no loitering);
    - 8.) Occupancy will not exceed 50% capacity in any building;
    - 9.) Staff will clean high-touch surfaces throughout the day
    - 10.) Curbside service will continue for patrons who are uneasy about entering buildings;
    - 11.) Homebound deliveries will likely resume on April 1, 2021.
- BOARD MEMBERS CONCURRED WITH REOPENING STRATEGIES**
- Staff Development Day, which usually occurs in April, will be postponed until September

8. General Discussion

Mr. Botterbush assigned a Long-Range Planning Committee to begin work on the 5-year plan for The Hayner Public Library District. Members of that committee will be Peter Tassinari, Chairperson; Melissa Batchelor and Kim Shoemaker. Mr. Botterbush encouraged the members to begin meeting within the next few weeks. Committee reports will become an agenda item beginning with the April meeting.

9. Adjournment

There being no further business, the meeting was adjourned at 5:49 p.m.

Approved by THPLD board action on April 22, 2021.

  
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Melissa Batchelor, Secretary