THE HAYNER PUBLIC LIBRARY DISTRICT  
TRUSTEE MEETING MINUTES  
OCTOBER 28, 2021  
ADMINISTRATIVE OFFICES  
401 STATE STREET  
ALTON, IL 62002

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  
      Mrs. Karen McAtee  
      Mr. Kerry Miller  
      Ms. Kim Shoemaker

      President  
      Vice President  
      Treasurer  
      Trustee  
      Trustee

      Members Absent:

      Dr. Melissa Batchelor  
      Mrs. Amber Sims

      Secretary  
      Trustee

      Excused  
      Excused

      Others present:

      Ms. Bernadette Duvernoy  
      Ms. Sue Hardin

      Executive Director – THPLD  
      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 Mr. Miller, seconded by Mrs. McAtee, to approve the agenda. There were no changes to the consent items.
A roll call vote was taken:

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Batchelor</td>
<td>Absent</td>
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<tr>
<td>Botterbush</td>
<td>Yes</td>
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<tr>
<td>McAtee</td>
<td>Yes</td>
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<tr>
<td>Miller</td>
<td>Yes</td>
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<td>Shoemaker</td>
<td>Yes</td>
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<td>Sims</td>
<td>Absent</td>
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<td>Tassinari</td>
<td>Yes</td>
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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 Mr. Miller, seconded by Ms. Shoemaker, to approve the consent items as follows:

- A. Approval of minutes of the regular meeting conducted on September 23, 2021;
- B. Approval of Bill lists for the periods ending September 3, 2021 and September 17, 2021, payable on the same dates;

A roll call vote was taken:

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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

E. **Long Range Plan**  
   Mr. Tassinari shared his intention to provide assignments to all trustees to ensure implementation of the Long Range Plan over the next five years. The Plan has been subdivided into five areas:  
   (1) Community Outreach;  
   (2) Literacy;  
   (3) Technology;  
   (4) Facilities; and  
   (5) Services.  
   Trustees will work with key staff and report results to the full board on a regular basis. Mr. Tassinari asked trustees to advise him of their interest in particular topics; if preferences are not provided he will make assignments. The intent of the LRP Committee is to ensure that the plan remains an active, fluid document which will move the District forward in exciting, innovative ways over the next five years.

5. **Levy Ordinance**

A motion was made by Mr. Miller, seconded by Mr. Tassinari, to approve Levy Ordinance 21-18 for Fiscal Year 2022.

A roll call vote was taken:

- Batchelor: Absent
- Botterbush: Yes
- McAtce: Yes
- Miller: Yes
- Shoemaker: Yes
- Sims: Absent
- Tassinari: Yes

Motion carried.

6. **Director's Report**

In addition to the written report previously submitted to the Board, Ms. Duvernay presented the following topics for discussion:

- Final cookbook sold (from previous fundraising effort);
- Awarded $24,000 “Expanding Digital Inclusion” grant from the Illinois State Library. This will allow us to purchase laptops and hot spots to circulate among patrons. We will test the circulation effort to see if this is something we can provide on a regular basis and perhaps expand if successful;
• Our Reference manager compiled a directory of community mental health resources for distribution throughout our community;
• Maintenance department completed a District facilities operations manual;
• Planning to continue virtual kids programming for the time being. Board concurs;
• Trustees must review the entire book "Standards for Illinois Public Libraries" as a requirement for the upcoming Per Capita Grant. Ms. Duvernoy has made the book available to all trustees and asked that they begin reviewing the material.

7. **General Discussion**

There was no additional discussion.

8. **Adjournment**

There being no further business, the meeting was adjourned at 5:51 p.m.

Approved by THPLD board action on **November 18, 2021**.

Melissa Batchelor, Secretary