1. **Opening of Meeting**

   A. **Call to order**

   Mr. Peter Tassinari, Vice President, presided and called the meeting to order at 5:32 p.m.

   B. **Determination of a quorum**

   Members present:

   - Mr. Peter Tassinari  
   - Dr. Melissa Batchelor  
   - Mrs. Karen McAtee  
   - Mr. Kerry Miller  
   - Ms. Kim Shoemaker  
   - Mrs. Amber Sims  
   - Vice President  
   - Secretary  
   - Treasurer  
   - Trustee  
   - Trustee

   Members Absent:

   - Mr. Kevin Botterbush  
   - President  
   - Excused

   Others present:

   - Ms. Bernadette Duvernoy  
   - Ms. Sue 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. Tassinari 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 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>
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<td>Miller</td>
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<td>Sims</td>
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<td>Tassinari</td>
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Motion carried.

2. **Open forum**

Mr. Tassinari 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 Mrs. McAtee, to approve the consent items as follows:

A. Approval of the minutes of the Public Hearing conducted on August 25, 2021;
B. Approval of minutes of the regular meeting conducted on August 25, 2021;
C. Approval of Bill lists for the periods ending August 6, 2021 and August 20, 2021, payable on the same dates;

A roll call vote was taken:

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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 distributed copies of the bound audit report and thanked the Hayner staff for advance preparation and cooperation throughout the audit process.

Mrs. Andres and Mr. Jackson left the meeting at 6:05 p.m.

5. Committee Reports

A. Building and Equipment
   No meeting; no report

B. Finance & Insurance
   No meeting; no report

C. Personnel
   No meeting; no report

6. Policies

A motion was made by Dr. Batchelor, seconded by Mrs. Sims, to approve the following annual policy ordinances for FY 2021:

21-4 Behavior Policy
21-5 Collection Development Policy
21-6 Disaster Preparedness Policy
21-7 Electronic Resources Acceptable Use Policy
21-8 Genealogy & Local History Policy
21-9 Interlibrary Loan Policy
21-10 Investment Policy
21-11 Operations Policy
21-12 Volunteer Policy
21-14 Sex Offender Policy
21-15 Ethics Policy
21-16 Fundraising Policy
21-17 Security Camera Policy

A roll call vote was taken:

Batchelor                Yes
Botterbush               Absent
McAtee                   Yes
Miller                   Yes
Shoemaker                Yes
Sims                     Yes
Tassinari                Yes

Motion carried.
Ms. Duvernoy noted that Ordinance 21-13 is the Personnel Policy, which will be approved at a subsequent meeting.

7. **Long Range Plan**

A motion was made by Mrs. McAtee, seconded by Mr. Miller, to approve the Long Range Plan 2021 - 2026.

A roll call vote was taken:

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Motion carried.

8. **Director’s Report**

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

- Sexual Harassment Prevention Training must be completed by October 31. Ms. Duvernoy asked trustees to submit their certificate of completion to Sue Hardin by October 31.
- 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.

9. **General Discussion**

Mr. Miller invited all trustees and others to attend Vintage Voices, which will be held the first two weekends in October at Alton Cemetery.

10. **Adjournment**

There being no further business, the meeting was adjourned at 6:15 p.m.

Approved by THPLD board action on **October 28, 2021**.

Melissa Batchelor, Secretary