THE HAYNER PUBLIC LIBRARY DISTRICT
TRUSTEE MEETING MINUTES
OCTOBER 27, 2022
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  President
      Mr. Peter Tassinari  Vice President
      Ms. Kim Shoemaker  Secretary
      Mrs. Karen McAtee  Treasurer
      Mr. David Cousley  Trustee
      Mr. Kerry Miller  Trustee
      Mrs. Amber Sims  Trustee

      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 Mr. Miller, seconded by Mrs. Sims, to approve the agenda. There were no changes to the consent items.

      A roll call vote was taken:

      Botterbush  Yes
      Cousley  Yes
      McAtee  Yes
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 Mrs. McAtee, seconded by Mr. Miller, to approve the consent items as follows:

A. Approval of minutes of the Public Hearing conducted on September 22, 2022;
B. Approval of minutes of the regular meeting conducted on September 22, 2022
C. Approval of bill lists for the periods ending September 2, 2022, September 16, 2022 and September 30, 2022, payable on the same dates;
D. Approval of Financial Statements for the months ending September 30, 2022.

A roll call vote was taken:

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<thead>
<tr>
<th>Name</th>
<th>Yes</th>
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<tbody>
<tr>
<td>Botterbush</td>
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<td>Cousley</td>
<td>Yes</td>
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<td>McAtee</td>
<td>Yes</td>
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<td>Miller</td>
<td>Yes</td>
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<td>Shoemaker</td>
<td>Yes</td>
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<td>Sims</td>
<td>Yes</td>
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<td>Tassinari</td>
<td>Yes</td>
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Motion carried.

4. **Committee Reports**

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

B. **Finance and Insurance**
   No meeting; no report

C. **Personnel**
   Mr. Miller reported that the committee met on October 19 to review proposed changes to the Personnel Policy manual. Those changes include providing paid benefits to part-time employees. The updated manual will be presented for
approval later in the meeting. Mr. Miller scheduled another committee meeting for November 9, 2022 at 3:30 p.m.

D. **Long Range Plan**
   No meeting; no report.

5. **Levy Ordinance**
   A motion was made by Mrs. Sims, seconded by Mrs. McAtee, to approve Levy Ordinance 22-19 for Fiscal Year 2023.

   A roll call vote was taken:
   
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<tr>
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<td>Tassinari</td>
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   Motion carried.

6. **Policy Ordinance**
   A motion was made by Mrs. McAtee, seconded by Mrs. Sims to approve Personnel Policy Ordinance 22-20 for Fiscal Year 2023.

   A roll call vote was taken:
   
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</table>

   Motion carried.

7. **Review of Materials**
   Ms. Duvernoy discussed checklists of Chapters 1 & 2 of “Serving Our Public 4.0.” Trustees participated in discussion of these materials.

8. **Director’s Report**
   In addition to her previously submitted written report, Ms. Duvernoy discussed the following topics:
• Completion of a FOIA request submitted by SmartProcure;
• Meeting with Jacoby Arts Center to discuss possible programming partnership.

8. **General Discussion**

• Mr. Botterbush reminded trustees that the November meeting will be held on the third Wednesday in November (November 17) rather than the fourth Thursday, in observance of Thanksgiving Day.
• Mr. Botterbush also reminded those trustees whose terms are up to start making decisions about running for re-election.

9. **Adjournment**

There being no further business, the meeting was adjourned at 6:00 p.m.

Approved by THPLD board action on ____________________________.

____________________________________
Kim Shoemaker, Secretary