

**THE HAYNER PUBLIC LIBRARY DISTRICT
TRUSTEE MEETING MINUTES
NOVEMBER 16, 2023**

**MULTI-PURPOSE ROOM
132 ALTON SQUARE MALL
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
Mr. David Cousley	Treasurer
Mrs. Amber Sims	Secretary
Mr. Kerry Miller	Trustee
Mr. Edmund Morrissey	Trustee

Members Absent;

Mrs. Christy Schaper	Trustee
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Others Present:

Mrs. Mary Cordes	Executive Director – THPLD
Ms. Sue Hardin	CFS; Asst. Dir. – HR - THPLD
Captain Kurtis McCray	Alton Police Department

C. Recognition of Visitors to the Meeting

Mr. Botterbush welcomed and introduced Captain McCray.

D. Approval of Agenda and Requested Changes to Consent Items

1. A motion was made by Mr. Miller, seconded by Mr. Morrissey, to approve the agenda. There were no changes to the consent items.

A roll call vote was taken:

Botterbush	Yes
Cousley	Yes
Miller	Yes
Morrissey	Yes
Schaper	Absent
Sims	Yes
Tassinari	Yes

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 Mrs. Sims, to approve the consent items as follows:

- A. Approval of minutes of the regular meeting conducted on October 26, 2023;
- B. Approval of bill lists for the periods ending October 13, 2023 and October 27, 2023, payable on the same date;
- C. Approval of the Financial Statements for the months ending October 31, 2023.

A roll call vote was taken:

Botterbush	Yes
Cousley	Yes
Miller	Yes
Morrissey	Yes
Schaper	Absent
Sims	Yes
Tassinari	Yes

Motion carried.

4. **Progressive Discipline Policy Enforcement**

A motion was made by Mr. Cousley, seconded by Mr. Miller, to ban a specific patron for **one year** due to an escalation of behavior violations. This is the third documented violation for this patron. Mrs. Cordes relayed details of the incident that involved the throwing of library materials at a staff member. Mrs. Cordes will make every effort to notify the patron of this ban. Previous certified letters were returned undeliverable.

A roll call vote was taken:

Botterbush	Yes
Cousley	Yes
Miller	Yes
Morrissey	Yes
Schaper	Absent
Sims	Yes
Tassinari	Yes

Motion carried.

5. Committees

A. Building & Equipment

The committee toured the Alton Square facility and identified some routine maintenance that needs to occur (painting, updates, etc). Mrs. Cordes will obtain proposals for whatever work needs to be subcontracted. The goal is to establish and enforce a routine maintenance schedule for all facilities, to be completed by maintenance staff as well as approved local subcontractors.

B. Committee of the Whole

No meeting; no report.

C. Finance & Insurance

No meeting; no report.

D. Haskell House

Mr. Strebel contacted Henderson Architects, an architecture and design firm from Edwardsville, to tour the building. They will submit an opinion to the City of Alton related to the structural integrity of the building and its weight-bearing limits.

E. Long Range Planning

No meeting; no report. Mr. Cousley added that he would be happy to serve on this committee.

F. Personnel

No meeting; no report

6. Review of Serving Our Public 4.0

The trustees participated in a brief discussion related to chapters 3, 4 and 5 of *Serving our Public 4.0*. They determined that The Hayner Public Library District is meeting the standards included in the Governance and Administration Checklist. Mrs. Cordes noted that she would be marking emergency exits and evacuation routes at all library locations.

7. Director's Report

In addition to Mrs. Cordes' written report previously submitted, the following topics were discussed;

- Mrs. Cordes and Ms. Hardin will attend Legislative Breakfast in Edwardsville on Tuesday, Nov. 28; trustees also invited;
- Hayner's set interview schedule on CJ's Riverbender morning show ("Beyond the Shelves with Hayner Library") will be 10:30 a.m. on the first and last Monday of each month;
- The original Lincoln letter held in our collection will be on display at our Genealogy and Local History Library on February 17;
- Mrs. Cordes attended a presentation by Alton Works.

8. General Discussion

There was no additional discussion.

9. Adjournment

There being no further business, the meeting was adjourned at 6:02 p.m.

Approved by THPLD Board action on _____.

Amber Sims, Secretary