1. **REGULAR MEETING**

2. **CALL TO ORDER**
   At 6:01 p.m. President Caudill called the Regular Meeting to order.
   Trustees physically present: Black, Burger, Caudill, Shaw, Stachowiak, Washburn
   Trustees absent: Whiting
   Staff present: Executive Director Campe, Assistant Director Duff, G. Traudt, S. Haase,
   Guests present: Vicki Remback, Cindy Blank, M. Hills

3. **ADJUSTMENTS TO THE AGENDA**
   None.

4. **APPROVAL OF MINUTES**
   A. Approval of the Minutes of the Regular Meeting 1/18/11.
      Minutes were approved as presented by the full consent of the Board members present.

5. **PRESIDENT’S REPORT**
   - President Caudill, Vice President Stachowiak and Trustee Shaw will be attending the IL Trustee Forum on Saturday, February 26, 2011.
   - The Board email contact has been posted on the website.
   - The Nominating Committee will need to meet in April after the election, but prior to the May Board meeting.

   Trustee Whiting arrived at 6:05 p.m. during the President’s Report.

6. **VICE PRESIDENT’S REPORT**
   No Report.

7. **SECRETARY’S REPORT**
   No Report.

8. **TREASURER’S REPORT**
   A. January 2011
      Trustee Shaw moved:
      “TO APPROVE THE EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT.”
      Trustee Burger seconded the motion and it carried on a roll call vote.
      AYES: 7  Black, Burger, Caudill, Shaw, Stachowiak, Washburn, Whiting

9. **CORRESPONDENCE**
   The Communications folder was made available for all Trustees to review.
10. EXECUTIVE DIRECTOR’S REPORT
A. January 2011
   - The Library submitted information for consideration for reimbursement from Emergency Management of Lake County for expenses incurred during the 2011 snowstorm.
   - Library usage and related statistics continue to increase.
   - Freegal music downloads is increasing. Patrons downloaded over 2,500 songs in January.
   - Digital ebooks has increased by 590 checkouts from last year.
   - Patron usage of self checks continues to increase. Patrons are becoming more comfortable using the self checks.
   - Staff Institute Day was very interesting. Michael Stephens spoke about the future of libraries and technology.

11. STANDING COMMITTEE REPORTS
   No Reports.

12. SPECIAL COMMITTEE REPORTS
C. NSLS: Report (Kathy Caudill)
   Written report by President Caudill.
D. Friends of the Library: (Chris Stachowiak)
   Verbal report by Vice President Stachowiak. The Friends will close their bank account prior to the end of their fiscal year which concludes in August 2011.

13. UNFINISHED BUSINESS
A. FOIA Policy Update
   Updates were made to the FOIA Policy that reflects the new FY 2010/2011 budget numbers.
   Trustee Whiting moved:
   “TO APPROVE THE FOIA POLICY WITH A REVIEWED AND REVISED DATE OF 02/11.”
   Trustee Shaw seconded the motion and it carried on a roll call vote.
   AYES: 7 Black, Burger, Caudill, Shaw, Stachowiak, Washburn, Whiting
   ABSENT: 1 Burger
B. FY 2010/2011 Audit Proposals
   Audit proposals for performing the 2010/2011 audit were given to the Board for review. Additional information will be obtained and the discussion will continue at either the March or April Board meeting.

14. NEW BUSINESS
A. Circulation Policy Review
   Trustee Whiting moved:
   “TO APPROVE THE CIRCULATION POLICY WITH A REVIEWED AND REVISED DATE OF 02/11 WITH THE MODIFICATION TO CONTINUE TO REFERENCE AGE 18 INSTEAD OF 16.”
   Trustee Black seconded the motion and it carried on a roll call vote.
   AYES: 6 Black, Caudill, Shaw, Stachowiak, Washburn, Whiting
   ABSENT: 1 Burger
B. ILL Policy Review
The ILL Policy review has been moved to the April Board meeting.

C. Visual Merchandising Guidelines
An informational item containing staffing guidelines to ensure the collection and displays are being presented in the most appealing and organized way.

D. Sound and Video Proposal
Executive Director Campe presented some introductory information about the possibility of the Board approving a plan to replace all sound and video equipment in the Library, as well as considering the possibility of various media options for the Library. The proposal will be presented to the Board in March, and a vote is anticipated in May.

A short break was taken from 7:43 p.m. – 7:59 p.m.

E. Social Media Policy
Executive Director Campe will draft a Social Media Strategy and Policy. The suggested policy will be presented in March.

F. Director Goal Proposal: Evaluate Staffing Needs Circulation Department
Draft proposal will be completed and presented to the Board in September.

G. Director Goal Proposal: Evaluate ILL Policy
Draft proposal will be completed and presented to the Board in April.

15. INFORMATIONAL ITEMS
None.

16. PUBLIC FORUM
No public comment.

17. ADJOURNMENT
At 8:14 p.m. it was unanimously agreed by all Trustees present “TO ADJOURN.”

_____________________________________
Mimi Black, Secretary

(SEAL)

Approved at the next Regular Meeting of March 15, 2011

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Kathy Caudill, President