1. **REGULAR MEETING - CALL TO ORDER**
   At 6:02 p.m. President Shaw called the Regular Meeting to order.
   Trustees physically present: Blank, Burger, Caudill, Jackson, Shaw
   Trustees absent: Stachowiak, Whiting
   Staff present: Executive Director Womack, Assistant Director Duff, G. Traudt, S. Haase, J. Plohr

2. **ADJUSTMENTS TO THE AGENDA**
   A. Item 12. A. Employment Handbook will not be discussed at this month’s meeting and has been removed from the Agenda.

3. **APPROVAL OF MINUTES**
   A. Approval of the Minutes of the Regular Meeting 1/17/12.
      Trustee Blank moved:
      “TO APPROVE THE MINUTES OF THE REGULAR MEETING 1/17/12 AS PRESENTED.”
      Trustee Burger seconded the motion and it carried on a roll call vote.
      AYES: 5 Blank, Burger, Caudill, Jackson, Shaw
      ABSENT: 2 Stachowiak, Whiting

4. **PRESIDENT’S REPORT**
   President Shaw commented that the Library’s 40th Anniversary celebration was a great event.

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

6. **SECRETARY’S REPORT**
   Trustee Blank attended the ILA Breakfast and was disappointed the Legislators from the Library’s district had not been there.

7. **TREASURER’S REPORT**
   A. JANUARY 2012
      Trustee Blank moved:
      “TO APPROVE THE JANUARY 2012 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: 5 Blank, Burger, Caudill, Jackson, Shaw
      ABSENT: 2 Shaw, Whiting
8. **CORRESPONDENCE**
The Communications folder was made available for all Trustees to review.

9. **EXECUTIVE DIRECTOR’S REPORT**
   **A. January 2012**
   - Jan Miller, our Human Resources Generalist will be retiring in March.
   - Marcy Rodriguez, our Head of Technical Services will be leaving in March.
   - The Library’s Attorney would like to visit an upcoming Board meeting.
   - The Library will be closed on Friday, February 24th for a Staff Institute Day.
   - A new ATM machine has been installed in the Library.
   - The Annual Spring Book Review Luncheon will be held at Twin Orchards Country Club on April 19th.
   - The electrical service used by the Library was rebid and the new rate is approximately 40% cheaper.
   - Executive Director Womack will be attending the PLA Conference March 13-17.
   - The Library will need to implement an Identity Protection Act Policy.
   - The Children’s Department will be getting a permanent Smart Board.
   - The architects are working on aesthetic and functional improvements for the doors in the Digital Media Lab.
   - Executive Director Womack sees a need for a new content management system.

Trustee Whiting arrived at 6:15 p.m. during the Executive Director’s Report.

10. **STANDING COMMITTEE REPORTS**
    No Reports.

11. **SPECIAL COMMITTEE REPORTS**
    No Reports.

12. **UNFINISHED BUSINESS**
    **B. Executive Director Job Description and Goals**
    Executive Director Womack and the Board discussed the job description and goals and will revisit at an upcoming Board meeting.

    **C. Board Development**
    President Shaw gave an update that ILA will not assist the Board with Board Development.

    **D. Bylaws Review**
    Trustee Burger moved:
    "TO APPROVE THE REVISIONS OF THE BYLAWS WITH THE INCLUSION OF THE ALTAFF STATEMENT TO REPLACE APPENDIX D."
    President Shaw seconded the motion and it carried on a roll call vote.
    AYES:  6  Blank, Burger, Caudill, Jackson, Shaw, Whiting
    ABSENT:  1  Stachowiak
13. NEW BUSINESS
   A. Review Investment Policy
      Discussed the current Investment Policy and no changes have been made. The policy will be reviewed every 6 months.

14. INFORMATIONAL ITEMS
    None.

15. PUBLIC FORUM
    None.

16. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS
    5 ILCS 120/2(c)(1)
    None.

17. ADJOURNMENT
    Trustee Burger moved:
    “TO ADJOURN AT 7:13 P.M.”
    Trustee Whiting seconded the motion and it was unanimously agreed by all Trustees present.

_____________________________________________
Cindy Blank, Secretary

Approved at the next Regular Meeting of March 20, 2012

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John Shaw, President