Poplar Creek Public Library District 1405 S. Park Ave. Streamwood, IL 60107

Board of Trustees Secretary Board Training Meeting Minutes of March 9, 2013; Main Library, Board Meeting Room

Training Meeting was called to order at 9:30am by Candace McCreary, Secretary in the Board Meeting Room in the library.

Trustees Present:
Trustee Hulke –Present
Trustee McCreary –Present
Trustee Schroeder –Present

Duties and Responsibilities of the Secretary were reviewed; covering **Trustee Facts File**, Third Edition – page 10. Reviewing **Illinois Library Laws & Rules (Oct 2012)**: 75ILCS 16/30-45(g); 16/30-65(a)-(c); 16/30-85(c)(e); **The Standard Code of Parliamentary Procedure** Chapter 23, pgs. 198-199 Responsibility for Minutes, and Preparing Minutes was covered.

Discussion of taking Board minutes with various options were explained: utilizing tape recorders, and Administrative Assistant and responsibilities. Questions were raised about how to record properly specific motions by Trustee Schroeder. Trustee Hulke stated many of her questions had been addressed.

Adjourned at10:17 a.m.

Candace McCreary Secretary