SPECIAL MEETING OF THE BOARD OF TRUSTEES OF POPLAR CREEK LIBRARY DISTRICT
Wednesday January 18, 2012
Main Library
Board Meeting Room

President Susan Spooner called the meeting to order at 8:00 p.m.

1. Roll Call-Present: President Susan Spooner; Trustees Pat Carl; Sherri Harry; Bonnie Hulke; Candace McCreary; Kim Schroeder and Attorneys Jim Fessler and Kathie Henn
Absent: Secretary Amy Ellis

2. Pledge of Allegiance

3. Questions and Comments from the Audience-None

4. Correspondence-Thank you note from Hanover Park Township for our food donation; Thank you note from Deb Wierzbowski for the flowers and a Thank you card from the family of the late Nancy Smith for the flowers.

5. Staff Sharing Ideas to Improve the Library-None

6. Ms. Harry moved and Ms. Hulke seconded a Motion to Approve the Minutes from the December 15, 2011 Board Meeting.

Roll Call	Ayes	Carl, Harry, Hulke, McCreary, Schroeder, Spooner
	Nays	
	Absent	Ellis

Motion Passed

7. Librarian's Report-See Attached

Building and Grounds-See Attached

Adult Services/Ref/YA Quarterly-See Attached

Technical Services Quarterly-See Attached

Children's End of Semester Report-See Attached

8. Business Manager's Report-See Attached

9. Ms. Harry moved and Ms. Hulke seconded a Motion to Approve Cash Disbursements for the Period from December 1 to December 31, 2011 in the Amount of $420,025.80.

Roll Call	Ayes	Carl, Harry, Hulke, McCreary, Schroeder, Spooner
	Nays	
	Absent	Ellis

Motion Passed

10. Corporate Report-None

11. General Counsel-

- Tax Objections will be handled by Attorneys within the Firm
- The Employee Handbook is being reviewed by our Attorney
- If the Board would like an Attorney to attend the Board Meetings, Kathie Henn will be the primary contact
- Open Meetings Act-Training needs to be completed by Trustees and Committee Members by 12/31/12, any New Appointments within 30 Days
- The Library will receive Monthly Library Blasts
- Annual Statement of Receipts and Disbursements no longer requires publication
- OMA-IMRF Posting requirements have changed regarding compensation

12. Officer Reports: President, Secretary, Treasurer-None

13. Old Business

a. Ms. McCreary moved and Ms. Harry seconded a Motion to Table the Revision of Certain Provisions of the Meeting Room Policy.
Roll Call Ayes Carl, Harry, Hulke, McCreary, Schroeder, Spooner
Nays
Absent Ellis
Motion Passed

b. Status of the Board of Trustees Email Process-The Board discussed and our Attorney will have a policy in place for the Email process by the February Board Meeting.

c. Review of Strategic Plan-The Board discussed

d. Ms. McCreary moved and Ms. Hulke seconded a Motion that the Board Institute a Time Management Study for Individual Jobs.
Roll Call Ayes Carl, Harry, Hulke, McCreary, Schroeder
Nays Spooner
Absent Ellis
Motion Passed

e. Response to Staff Member's Request to Cover Part of the Cost of an ALA-APA Certification-The Board discussed and the decision was made not to approve the request at this time.

f. Ms. Harry moved and Ms. McCreary seconded a Motion to Modify Employee's Payback Request in the Amount of $2,300.00.
Roll Call Ayes Carl, Harry, Hulke, McCreary, Schroeder, Spooner
Nays
Absent Ellis
Motion Passed