1. Opening of Meeting

A. Call to order

Mr. David Schmalbeck, Vice President, presided and called the meeting to order at 6:00 p.m.

B. Determination of a quorum

Members present:

Mr. David Schmalbeck              Vice-President
Mr. Kevin Botterbush              Trustee
Mr. Rick Lauschke                 Trustee
Dr. Kevin Chapel                  Trustee

Members Absent:

Mr. Dan St. Peters                President            Excused
Mrs. Karen McAtee                 Treasurer            Excused
Mrs. Mary DeGrand-Watson          Secretary            Excused

Others present:

Ms. Bernadette Duvernoy           Asst. Director – Marketing / PR
Ms. Sue Hardin                    Asst. Director – Bus. Operations / HR

C. Recognition of visitors to the meeting

Mr. Schmalbeck introduced and welcomed Ms. Duvernoy.

D. Approval of agenda and requested changes to consent items

A motion was made by Mr. Lauschke, seconded by Dr. Chapel, to approve the agenda. There were no requested changes to consent items.
A roll call vote was taken:

- Botterbush: Yes
- Chapel: Yes
- Lauschke: Yes
- McAtee: Absent
- St. Peters: Absent
- Schmalbeck: Yes
- Watson: Absent

Motion carried.

2. **Open forum**

Mr. Schmalbeck acknowledged that no “Request to be Heard” forms had been submitted.

3. **Approval of Consent items**

A motion was made by Mr. Lauschke, seconded by Dr. Chapel, to approve the consent items as follows:

A. Minutes of the regular meeting conducted on November 15, 2012;
B. Minutes of the closed meeting conducted on November 15, 2012
C. Bill lists for the periods ending November 9, 2012 and November 23, 2012, payable on the same dates;
D. Bill lists for the periods ending December 7, 2012 and December 21, 2012, payable on the same dates;
E. Financial Statements for the months ending November 30, 2012 and December 31, 2012

A roll call vote was taken:

- Botterbush: Yes
- Chapel: Yes
- Lauschke: Yes
- McAtee: Absent
- St. Peters: Absent
- Schmalbeck: Yes
- Watson: Absent

Motion carried.

4. **Committees**

A. Board Policy Development
   No meeting; there will be a meeting scheduled in February.
B. **Building & Equipment**

There was no meeting this past month. Sealed bids were accepted yesterday for the Hudson Building demolition project. There will be a meeting on Monday, January 28, 2012 at 5:30 p.m. in the Multi-Purpose Room of the Alton Square library. The main purpose of this meeting will be to review the scope of the Hudson Building project with the architect.

C. **Finance & Insurance**

No meeting; no report

D. **Personnel**

No meeting; Ms. Hardin reported for Mrs. Watson. The Executive Director’s evaluation form is posted to the board website. Board members should review the form and be prepared to discuss the evaluation at the February board meeting.

5. **Director’s Report**

There were no additions or updates to the Assistant Directors’ Report that was sent out last Friday.

6. **General Discussion**

There was no additional discussion.

7. **Closed Session**

A. A motion was made by Mr. Lauschke, seconded by Mr. Botterbush, to approve entering closed session per 5 ILCS 120/2(c)(1) to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

A roll call vote was taken:

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<tbody>
<tr>
<td>Botterbush</td>
<td>Yes</td>
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<td>Chapel</td>
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<td>Lauschke</td>
<td>Yes</td>
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<td>McAtee</td>
<td>Absent</td>
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<td>St. Peters</td>
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<td>Schmalbeck</td>
<td>Yes</td>
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<td>Watson</td>
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Motion carried. The meeting entered closed session at 6:09 p.m.

B. A motion was made by Mr. Botterbush, seconded by Mr. Lauschke, to approve returning to open session at 6:22 p.m.
A roll call vote was taken:

- Botterbush: Yes
- Chapel: Yes
- Lauschke: Yes
- McAtee: Absent
- St. Peters: Absent
- Schmalbeck: Yes
- Watson: Absent

Motion carried.

8. **Adjournment**

There being no further business, the meeting was adjourned at 6:23 p.m.

Approved by HPLD board action on ________________________.

____________________________________
Mary DeGrand Watson, Secretary