

AGENDA - REGULAR MONTHLY MEETING
HIGHWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, JUNE 20, 2011 – 7:00 PM
ADULT READING ROOM CONFERENCE TABLE

Present- Trustees: Alison Aldrich, Jaime Barraza, Bertha Chavez, Mark Frye, Laura Lenzini, Nora Loredo; Anthony Molaro, Director; Kay Kelly, Building and Grounds committee

Absent: Lucy Hospodarsky;
Catherine Regalado joined electronically at 7:32

Meeting called to order at 7:13 pm

ROLL CALL

ADDITIONS TO AGENDA

-Ordinance for prevailing wage act added to New Business

MOTION TO APPROVE ELECTRONIC PARTICIPATION

-Ms. Lenzini motions, Ms. Loredo seconds. Motion carries unanimously.

PUBLIC COMMENT

-None

PRESIDENT'S REPORT –

-Draft report submitted by Ms. Aldrich. Ms. Aldrich addressed the board and expressed her thanks.

-Outlines Board, operations, and committee accomplishments

-Board members will review the report in coming weeks

-Ms. Aldrich asked the board trustees to write out goals for the coming year for the Board and for the library, discussing her wish to change the process for goal setting. She would like the incoming president to determine the goals, rather than the outgoing.

-Ms. Aldrich collected and then shared the goals for the board

-Catherine Regalado joined electronically at 7:32

-Mr. Molaro will ask staff to develop a list of goals as well

-Ms. Aldrich asked the trustees to review and add any other goals within a week

SECRETARY'S REPORT (INCLUDING APPROVAL OF MINUTES) –

-Motion to approve May 16th meeting minutes by Ms. Lenzini. Mr. Frye seconds. Motion carries unanimously.

-Motion to approve June 7th COW meeting minutes by Ms. Aldrich. Ms. Loredo. Mr. Barraza abstained. Motion carries unanimously.

COMMUNICATION

-None

FINANCIAL REPORT –

Financial Statistics

Narrative report provided by Mr. Molaro, in lieu of Susan Niles, at meeting

- No tax levy was issued yet, but the city did take a step forward in direct depositing from the county**
- Mr. Barraza asked about the \$200 listed as Misc. Income, matched with the 200 Misc. Outreach for the playhouse that was bought and recouped.**
- Ms. Aldrich asked about the uncategorized \$25 as well. Ms. Loreda will follow-up.**
- Mr. Molaro will follow-up with his contact at City Hall about getting the tax levy from the City for June.**
- Ms. Aldrich noted that if funds are set up with requirements, they should be noted and documented to know the funds are being used as specified**
- Motion to table financial report by Ms. Aldrich until tax levy for June is collected. Second by Mr. Barraza. Motion passes unanimously.**

LIBRARIAN'S REPORT –

Narrative Report from the Director

- Two air conditioners went out at the end of May; B&G will work to develop a maintenance plan**
- Four summer reading programs will begin. Spanish story times will start Wed. at 6:00 pm and English story times Tues. at 1:00 pm. This time is noted as being undesirable due to child's schedules and we are looking at possible time changes.**
- There was a discussion of using library space for independent, for profit tutors. Mr. Molaro warned against this process and the legality of having this precedent being established.**
- Circulation is up 66% for the month of May from the previous month with about 2500 items weeded, though not removed from the electronic system.**
- Two staff members attended a LACONI outreach session on programming.**
- Director report will be made available electronically a week before the meeting.**

Statistics

- The board would like to better publicize the achievements of the library, potentially through Facebook, websites, etc...**
- It was noted that on average 20 people were in the library per hour throughout the month of May.**

-Mr. Molaro noted that volunteers are needed for reshelving of books; all volunteers are welcome

-No further progress was made on the Foundation until the founding members could be finalized. Mr. Molaro and Ms. Hospodarsky will coordinate to secure initial membership.

Strategic Planning

- Ms. Aldrich expressed interest in hiring an advisor to assist board with this process.**

COMMITTEE REPORTS:

Technology Committee

- Headphones will be usable for the new PCs, but they do not have speakers on them
- It was noted that the \$3000 saved by Mr. Molaro (8 hours) and Mr. Knutson (2 hours) doing maintenance on the Koha system is worth it for the amount of time being spent.

Personnel Committee

- Additional funds from the discrepancy of the tax levy will be handled by the director
- The Board would like to have the Personnel Policy reviewed legally, but wishes to minimize the cost for such a review

Fundraising Committee

- The “love your library” campaign on Amazon.com (the creation of a wishlist for the library) was discussed. Mr. Molaro is willing to create the wishlist.
- The committee will advertise this.
- Mr. Molaro suggested that a percentage of proceeds for purchases on Amazon.com will go towards the library in lieu of the wishlist.
- Goal of the committee is to develop a Friends group and develop Pumpkin Fest activities

Renovations will meet on Wednesday, June 22nd at 1:30 pm.

Buildings and Grounds

- Ms. Kelly noted that there is a lot of routine maintenance that has been deferred due to a lack of expertise and ability; she expressed a desire to have a handyman that could handle some of these tasks
- Ms. Kelly would like some work done to remove some of the materials stored in the back room; the committee will work to remove these items in a green fashion

Policy committee did not meet

UNFINISHED BUSINESS

Approval of Mission Statement (attached)

- Mr. Molaro noted this was approved prior and mistakenly added to the agenda
- No action needed

NEW BUSINESS

Ordinance on prevailing wage act

- Motion to approve Mr. Barraza. Ms. Lenzini seconded. Motion passed unanimously.
- Ms. Aldrich appointed Mr. Frye as Secretary Pro Temp

Officer Voting

President: Ms. Hospodarsky - ran unopposed, declared elected

Vice President: Mr. Barraza - ran unopposed, declared elected
Secretary: Ms. Regalado - ran unopposed, declared elected
Treasurer: Ms. Loreda - ran unopposed, declared elected

Policies for Approval

1. Netbook Policy

-Motion to pass policy by Ms. Aldrich. Seconded by Ms. Lenzini. Motion passes unanimously.

2. Personnel Policy

-Motion to pass policy by Ms. Aldrich. Friendly amendment by Mr. Barraza that the policy be put into effect starting September 1st 2011. Seconded by Ms. Lenzini. Motion passes unanimously.

3. Director's Job Description

- Motion to pass job description by Ms. Aldrich. Seconded by Mr. Barraza. Motion passes unanimously.

EXECUTIVE SESSION

-Motion to move into executive session by Ms. Aldrich. Ms. Loreda seconded. Moved into executive session started at 9:28 pm.

-Ended executive session at 10:02: pm

ADJOURNMENT

-Motion to adjourn by Mr. Barraza. Seconded by Ms. Lenzini.

-Meeting adjourned at 10:03 pm

NEXT REGULAR BOARD MEETING: MONDAY, July 18, 2011

COW date will be moved to July 5th due to holiday.

****For personnel committee and agenda- 360 evaluation policy**