

**Highwood Public Library Board of Trustees Special Meeting
October 30, 2012**

Present—Trustees: Sue Atkins, Bertha Chavez, Mark Frye, Lucy Hospodarsky, Laurie Lenzini, Nora Loredo; John Mitchell, Director; Elizabeth Van Arsdale

Meeting called to order at 7:30 pm.

Public Comment--none

Introduction of Potential Library Board Trustee

Ms. Hospodarsky introduced Elizabeth Van Arsdale to the Board. Ms. Van Arsdale submitted an application last week to become a Trustee. The board introduced themselves to Elizabeth and then the President began the interview process which is meant to introduce the applicant to the responsibilities, time commitment, and expectations of board members and for the applicant to share his/her background and interests with the board.

Presentation of Draft Fiscal Year 2014 Budget

Mr. Mitchell gave an overview of the FY 14 budget. The tax levy amount only increased by ~\$3,000. Two new income categories result from the new copier lease – fax and scanning, with income a conservative estimate. Other income categories remained consistent with FY13 amounts.

Mr. Mitchell recommends a downloadable music service subscription in lieu of CD purchase, with fees incorporated to the materials budget. His prior library used this resource. Downloadable music offers flexibility and will be attractive to younger patrons.

Trustee Regalado arrived at 8:00 pm

Ms. Hospodarsky noted that this is a proposed balanced budget. It includes deferred maintenance for previously discussed items. The board also discussed the following items: use of a reserve fund; utilities; telecommunications; user authentication system/ print management system; income from cookbook and fundraising.

Ms. Hospodarsky moved to enter executive session to discuss personnel matters, Ms. Loredo seconded, and the motion carried unanimously.

Executive Session entered at 8:27 pm

The meeting was called back to order at 9:29 pm

Current outsourced payroll expense is \$1140. Proposed inhouse system would be \$731/year. FY2014 budget payroll expense will be changed to reflect lower value.

Mr. Frye moved to approve the draft FY2014 budget with changes to payroll and processing supplies reduced \$500, and reducing payroll expense. Ms. Lenzini seconded and the motion carried unanimously.

Ms. Hospodarsky moved and Ms. Loredo seconded to adjourn.

Meeting adjourned at 9:42 pm