Highwood Public Library Board of Trustees Special Meeting
October 3, 2011

Present—Trustees: Sue Atkins, Jaime Barraza, Bertha Chavez, Mark Frye, Lucy Hospodarsky, Laurie Lenzini, Nora Loredo, Catherine Regalado; Anthony Molaro, Director; Kay Kelly, Building and Grounds; Ann Rosenblum, Treasurer-Highland Park Library Board of Trustees
Absent: Alison Aldrich

Meeting called to order at 7:02 pm.

The board had a discussion on best practices with Highland Park Public Library board trustee Ann Rosenblum, who shared her extensive experience—she's in the 3rd year of her 3rd term on the HP library board.

- The HP Director's report describes what's been going on, both good and bad, between board meetings. It includes a list of library sponsored activities, staff meeting report, fundraising report (e.g. selling rights), and what's happening with Friends (director makes suggestions for spending of Friends' raised money)
- The Board President's report includes anything the board hasn't been privy to for president's interactions with city, etc.
- The board receives a paper board packet from the director 1 week in advance. The director's and president's reports are given verbally at the meeting.
- Regarding new board member orientation, the City of Highland Park provides orientation for all serving on commissions
- Minutes of closed sessions are listed by date with a few-word description of topics, and the list is reviewed by the board once a year at a fixed time. The HPPL board tends to keep closed session minutes closed.
- HPPL contact with library's lawyer is done by the director, with a response in writing shared as part of board packet/director's report. Lawyers are on the board. Controversial/challenged items and policies are put to the library attorney.
- Meetings are at 7:30 pm, run 2 to 2.5 hours. This efficiency depends on staff and board preparation. The board does not have a committee of the whole regularly, but does more in committees. Each board member is president of one committee and serves on 2 others; those committees meet as needed.
- The architect for proposed remodel of adult services is an experienced library firm, who worked on the strategic plan. Build capital improvements into tax levy.
- Treasurer reviews every check with backup and sign checks (2 signatures required). Checks go out 1x/month. All officers are signatories on checking account. Payroll is automatic service. Monthly reports done through Quickbooks. Treasurer initials bank accounts every month, checks reconciliations. Financial statements go out to board. Board approves treasurer's report.
- HPPL does now have a liaison to the city council, and expects the insight the liaison brings will be very helpful. They are getting the cost coverage/breakdown between city and library on maintenance items. Parking is their number one complaint received.

Unfinished Business
Report from Renovation Committee
Ms. Kelly reported that 3 proposals have been received, and a spreadsheet begun to compare proposals. Melichar proposal has not been received. The president reminded all that the committee of five works to review plans, select, and bring selection to the full board. She will attend next scheduled meeting. The Director will schedule this meeting via Doodle Poll, select a date when all are available, and meeting will occur regardless of absences as long as a quorum. Mr. Frye moved to table approval of Renovation Committee plan and approval of director's authority to spend. Mr. Barraza seconded, and the motion carried unanimously.

New Business
Ms. Regalado moved and Mr. Barraza seconded to approve two new staff positions: Technical Services Assistant and Circulation Clerk. The motion carried unanimously. One position will be posted for 2 weeks on MLS.

Ms. Regalado moved and Mr. Barraza seconded to enter Executive Session to discuss personnel. The motion carried.
Executive session entered at 8:33 pm.

The meeting was called back to order at 8:50 pm
Ms. Regalado moved and Ms. Hospodarsky seconded to adjourn the meeting.

Meeting adjourned at 8:50 pm.