

**Highwood Public Library Board of Trustees Committee of the Whole Meeting
July 5, 2011**

Present—Trustees: Jaime Barraza, Mark Frye, Lucy Hospodarsky, Laurie Lenzini, Nora Loredo, Catherine Regalado; Anthony Molaro, Director

Ms. Aldrich arrived at 7:09 pm

Absent: Bertha Chavez

Meeting called to order at 7:05 pm.

Mr. Molaro discussed reviewing Serving Our Public 2.0 one chapter at a time at board meetings. Chapter 1 was reviewed. Contents are a mandate for Policy committee. Core 17, access to databases, will be addressed: Mr. Molaro will provide state with IP address to allow in-house access and databases could be advertised within library to start; he will also create a link on the website.

Ms. Hospodarsky created a special Strategic Planning committee with Ms. Aldrich, Ms. Hospodarsky, and Mr. Barraza.

Mr. Molaro will follow up on June tax receipts as nothing has yet been received.

Joint programming with Nuestro Center summer camp includes Thursday storytime and August 18 ending party. The aim is to attract new children patrons who are not regular library users. Summer reading has fewer participants than last year, but schools were not solicited this year. Publicity routes were discussed: email list from city; Facebook (was changed to from Friends of Library to Highwood Library and staff will be in charge); library email database. Constant Contact (email blasts) can be done without new ILS and allows statistics. Tech committee could get a quote. Ms. Loredo knows of another service. Unsubscribe options were discussed. Board members will provide email addresses for contacts.

Two individuals are interested in the open board seat. Library also needs chairman of Friends group. Friends/Foundation are options if not Highwood residents. Ms. Hospodarsky and Mr. Molaro are working on a mission statement for Friends group. Regular library users are good candidates.

Foundation status: one prospective additional member for Foundation board, then paperwork will be filed to set up.

Bylaws indicate committees must have chairmen. Agendas for COW and individual committees should be posted, using standard template, including details where possible. Committee chairs are responsible for committee agenda. Staff communication sent to info@highwoodlibrary.org Mr. Molaro will remind staff via staff board to regularly check this account. Mr. Mills suggested trustees could have copy of staff schedule.

Building & Grounds: Ms. Lenzini chair, also Ms. Aldrich, Ms. Kelly, Ms. Loredo

Policy: Ms. Regalado chair, Mr. Frye, Mr. Mills

Personnel: Ms. Hospodarsky chair, Ms. Lenzini, Ms. Aldrich

Technology: Mr. Frye chair, Mr. Barraza, Ms. Regalado, Mr. Knutson

Fundraising/Friends: Ms. Lenzini, chair, Ms. Hospodarsky

Renovation: Ms. Aldrich, chair, Mr. Barraza

Strategic Planning: Mr. Barraza, chair, Ms. Hospodarsky, Ms. Aldrich

Finance: Ms. Loreda, chair, Ms. Hospodarsky

Ms. Hospodarsky has requested that the mayor appoint a liaison from the City Council.

Meeting adjourned at 8:13 pm.

Board will use Google Documents to share documents. Mr. Frye and Tech committee will set up folder structure, templates, etc., and board members will populate subfolders.

Ms. Hospodarsky will be away 8/1-8/21; Mr. Barraza will act as President at that time.