

**Highwood Public Library Board of Trustees Committee of the Whole
September 6, 2011**

Present—Trustees: Alison Aldrich, Jaime Barraza, Mark Frye, Lucy Hospodarsky, Nora Loreda, Catherine Regalado; Anthony Molaro, Director; Kay Kelly, Building and Grounds

Absent: Sue Atkins, Bertha Chavez, Laurie Lenzini

Meeting called to order at 7:05 pm.

The board reviewed chapter 2 of Serving Our Public 2.0 as required for Per Capita Grant. The director pointed out the importance of a long range plan, which will be handled by strategic planning committee, and a funds analysis, which board should conduct every 3 years. Orientation materials for new board members, compiled by director/staff, could be deposited in Google documents including links such as to WebJunction training.

Ms. Atkins will be asked about interest in Renovation committee.

Pumpkin Fest is scheduled for October 19-22. Mr. Molaro and Ms. Knoepfle will be out attending ILA conference October 18-20. Mr. Molaro will determine library's participation. Ms. Aldrich suggested a pumpkin carving contribution/station, programming, and filling scaffolds in front of library. Cookbooks can be sold then, as well as at September 17-18 Last Chance Art Fair. Ms. Kelly noted that display window needs decoration. No library programming is currently planned for fall.

Several items were reviewed for the Per Capita Grant due October 15. Grant money will be used for collection development. The board will review completed grant at September regular meeting. The Foundation has not yet been set up, and will require an annual registration fee of \$200-225. ILA is now charging a flat fee for various tiers of donations.

Executive session option will be added to each COW and regular meeting agenda. There was discussion on when committees have a quorum and when detailed agendas should be posted. Board discussed that committee agendas must be created by chair, and emailed to Mr. Molaro to be posted. Staff should be checking info mailbox and voicemail as part of opening process. Separate agendas are needed for non-COW nights to notify public. Notification details when committees meet on COW evenings will be researched.

Policy and Renovation committees met. Ms. Loreda left the meeting at 8:23 pm.

Mr. Barraza moved and Ms. Hospodarsky seconded to adjourn the meeting.

Meeting adjourned at 9:45 pm.