

**Highwood Public Library Board of Trustees Regular Meeting
August 20, 2018**

Present—Trustees: Bertha Chavez, Lucy Hospodarsky, Diana Joren, Maribeth Kuebler, Laurie Lenzini, Patricia Lenzini, Nora Loredo, Catherine Regalado; Elizabeth Martin

Absent: Barbara Cizek

Ms. Hospodarsky called the meeting to order at 6:42 pm.

Public Comments

Ferguson Mills spoke of his concern with past director incorrectly scheduling him as an interim volunteer for lengthy stretches on Wednesdays and every Sunday, including at circulation desk and closing. This was not the intention with the volunteer pool, who were supposed to only cover a few hours as a 2nd person/presence as a direct substitute for when director served that role. Mr. Mills recommends that a board member come in at least once a week to ensure smooth operations. The President assured that staff will be hired and she will be meeting with a staff member every Saturday.

President's Report

The director was given a retirement gift from the board and a card.

Presentation of Strategic Plan by Raleigh Martin

Elizabeth Martin, principal at Raleigh Martin consultants, led introductions of board and presented her background. For this strategic process and community scan, she has conducted more than 30 interviews with staff, community members, mayor, police chief, and more. The board considered our current position on a storyline that had “The Highwood Way” as past history, and the aims described by the school district (create, learn, design) as the future state. Ms. Martin facilitated an interactive SWOT analysis. Reciprocity is a plus. Due to library's size it should operate more like a smaller, rural library. She provided recommendations for strategic direction and hiring, and advised to not duplicate offerings of neighboring libraries, but rather differentiate specific to community's needs.

Ms. Chavez left the meeting at 7:53 pm.

Ms. Kuebler left the meeting at 9:12 pm

Secretary's Report

Ms. Regalado moved to approve the minutes from the July 16, 2018 regular meeting. Ms. Hospodarsky seconded and the motion carried unanimously.

Communication

- A DHS student offered to provide a STEM workshop she's developed called Girls Step2IT for girls in grades 4-8. She is checking to see if sufficient computers for program.
- Invitation from Highwood Historical Society to celebrate 150th anniversary of Highwood at their new museum, 122 North Ave. on Wed 8/22 from 12-9 pm.

Treasurer's Report

Ms. Loredo presented the July financials and August invoices. Ms. Hospodarsky moved to approve the August 2018 invoices, Ms. L. Lenzini seconded, and the motion carried unanimously. Ms. Loredo will review and address questions from the board.

Librarian's Report

One patron survey was received (very late) in Suggestion Box. These comments were read to board and added to survey results.

Director did not provide July statistics report.

Committee Reports

Technology: Committee met July 25, confirmed technology consultant coverage. Tech procedures, transition plans discussed with director to document. ERead issues reviewed. Director was to update eRead website instructions, add Kindle Fires to circulation, but these items were not completed.

Ms. Joren left the meeting at 9:31 pm

Old Business

- Unclear if old items from city storage were moved to dumpsters. Ms. L. Lenzini and Ms., Loredo were not contacted for their trucks. Secretary will check with city manager.
- Finance, Personnel, and President's annual reports are still in progress.

New Business

- President will send poll for extra meeting date to finalize strategic plan: September 4, 6, 10
- 3 new Kindles have been received for collection but not processed. Ms. Regalado will ask if Mr. Frye could implement as a possible project.
- A staff member with graphic design background could possibly assist with marketing efforts.

Ms. Regalado moved and Ms. Hospodarsky seconded to adjourn the meeting. The motion carried unanimously.

Meeting adjourned at 9:42 pm.