

**Highwood Public Library Board of Trustees Special Meeting  
September 6, 2017**

Present—Trustees: Bertha Chavez, Lucy Hospodarsky, Laurie Lenzini, Nora Loredo, Catherine Regalado; John Mitchell (director)  
Absent: Maribeth Kuebler, Patricia Lenzini

**Ms. Hospodarsky called the meeting to order at 6:36 pm.**

**Public Comments - None**

**President's Report**

Because of 2 cancelled August meetings due to lack of quorum, this special meeting was called to approve bills. Other business will be handled at September regular meeting.

Board discussed ideas for 9/16/17 Wine and Beer Walk. Ms. L Lenzini will donate some beverages, library will buy some, and Chex Mix will be served. Library information will be available.

**Secretary's Report**

Ms. Hospodarsky moved to approve minutes from July 17, 2017 regular meeting. Ms. L. Lenzini seconded and the motion carried with Ms. Chavez abstaining.

**Treasurer's Report**

Ms. Loredo presented the July financials and August invoices.

Items were discussed:

- Questions on electronic media expenses: eRead prepay had not been done correctly but is now corrected. Zinio also not balancing – last year's invoice was higher than this year's. Director and accountant need to look at last year's invoice, currently unavailable due to audit.
- Budgeting process upcoming. More information for memberships' vendor/premium period needed in budget worksheet.
- Alternate accountant inquiries will be made. Periodicals had been mis-coded, now corrected.
- Finance committee will look at needed transfer amounts for completing construction payments. Director will prepare information. Bank loan may not need to be tapped due to construction timing and property taxes coming in.

Ms. Regalado moved to approve the August 2017 invoices as listed, Ms. Hospodarsky seconded and the motion carried unanimously.

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

**Meeting adjourned 7:00 pm.**

Next regular board meeting will be Monday, September 18, 2017.