

**Highwood Public Library Board of Trustees Meeting
January 17, 2011**

Present—Trustees: Alison Aldrich, Jaime Barraza, Lucy Hospodarsky, Catherine Regalado; Susan Niles, bookkeeper; Ferguson Mills, staff liaison. Absent: Bertha Chavez

Meeting called to order at 7:13 pm.

Public Comment

Suggestion Box comments were reviewed. Staff comments were noted. Spanish language request for 2 authors will be forwarded to book purchaser. Technology committee will address requests for You Tube and Facebook access on children's computers. Mr. Mills noted that Highland Park Library uses age 14 as adult age, whereas Highwood Library uses 18.

Secretary's Report

The board reviewed the minutes from the previous meeting. Ms. Aldrich moved to approve the minutes of the December 27, 2010 regular meeting as corrected. Mr. Barraza seconded and the motion carried. Mr. Barraza moved to approve the minutes of the December 27, 2010 Executive Session. Ms. Hospodarsky seconded and the motion carried.

Financial Report

Ms. Niles presented the financial report. She noted some discrepancies between QuickBooks and Excel reports. Mr. Barraza suggested hiding earlier months' columns rather than deleting so board can view all data for fiscal year in one page. Some budget changes have not been incorporated in the annual budget column, which needs to be updated and have date included. Report approval will be postponed to February meeting.

Other notes on report:

- Follett support will not be renewed per Technology committee recommendation.
- Carpet payment of \$4698 was balance not paid previously. Shelf movement for \$4100 was lowest bid. These were paid from capital improvement rather than endowment fund.
- Computer maintenance catching up for several months.
- Tax exemption mailed by Ms. Niles for taxes on telephone bills. Telephone bills were multiple and higher than expected.
- Ms. Niles will investigate May 2010 \$1673 charge in ALA/ILA membership line. She recommended retaining Junior Library Guild membership for 7 children's books/month.
- ILA \$140 institutional membership renewal
- Request received, but cannot donate books to Taiwan because of shipping cost.
- Kraft \$500 donation received via Ms. Regalado, but this year the state library clearinghouse is charging a \$40 processing fee (library doesn't have 501c3 designation).
- Ms. Niles noted some minutes are still missing as requested by auditor for the FY 2009-2010 audit from previous boards/leadership. Ms. Aldrich suggested minutes from 5/09 to 10/09 may be obtained from Ms. Cahnmann and Mr. Lewin, and from 10/09 to 6/10 from Ms. Marlowe and Ms. Mans.

Ms. Hospodarsky moved to table approval of financial report, Mr. Barraza seconded and the motion carried unanimously.

President's Report

- Ms. Aldrich introduced Kindree Knoepfle, a new temporary employee with MLS degree helping with cataloging. Ms. Knoepfle has been making rapid progress on cataloging the backlog of standard books, but noted large amounts of time are required for cataloging specially bound children's books ordered by previous director.
- The board reviewed the president's written report.
- She solicited attendance at the City Council meeting 1/18/11 at 7:30 pm.
- The email response to Ms. Amendola was discussed. Mr. Barraza recommended people with comments join committees or the board.
- Comment on clearing space will be added to library website. Volunteers are needed to plan, implement, and manage work. Previous volunteers should be acknowledged.
- Ms. Regalado asked whether the previously composed director job description was given to candidates. It will be given to the final 3.
- Shelf movement and POD cleanout is awaiting community service employees for moving items out of back room. Library POD lock may need to be cut off.
- Ms. Kelly is volunteering time to work on rare books and has found some books that should be moved back into main library space.
- Ms. Aldrich discussed strategic planning. She recommends assistance from Dick Thompson and involving new director. New director may recommend another consultant. Old strategic plan is available, may be from 2004. Communication between director and staff important so staff can be involved in the planning.

Committee Reports

Search Committee:

The committee received 16+ applications, plan to complete second round interviews by January 30, and schedule final interviews for 3 candidates with board and staff in January/February. Trustee availability was assessed and candidates will be notified of possible visit dates. Ms. Aldrich mentioned personality or managerial ability testing was possible and Mr. Mills had a recommendation for HR professional group to consult.

Buildings and Grounds:

Ms. Niles is investigating city cleaning service; vacuuming preferred when library closed.

Technology:

Tech committee outcomes from last meeting, previously sent as report, were reviewed. Search committee shared some new tech ideas: App for iPhones to scan ISBN number; QR code scannable to link to websites; Librarytechnology.org; Marshall Breeding website; Ancestry.com

It was observed that the now-circulating Kindle won't have books until MyMediaMall subscription/new ILS is implemented. Need to investigate free books.

Policy:

Ms. Hospodarsky suggested changes for personnel policy request form, which will be incorporated for vote at next meeting.

Ms. Regalado reviewed FOIA policy. Mr. Barraza moved to approve FOIA policy as corrected. Ms. Aldrich seconded and the motion carried. Staff will be informed of policy at Friday staff meeting.

Publicity/Programming:

The next committee and board meeting dates are posted on the website.

Ms. Regalado moved and Ms. Hospodarsky seconded to enter Executive Session to discuss personnel. Executive Session entered at 10:04 pm

The meeting was called back to order at 10:25 pm

Ms. Regalado moved and Ms. Aldrich seconded to adjourn the meeting.

Meeting adjourned at 10:25 pm