

**Highwood Public Library Board of Trustees Meeting  
April 18, 2011**

Present—Trustees: Alison Aldrich, Bertha Chavez, Lucy Hospodarsky, Laurie Lenzini, Catherine Regalado; Anthony Molaro, Director; Susan Niles, office manager; Kay Kelly, Building and Grounds committee  
Absent---Jaime Barraza, Mark Frye

**Meeting called to order at 7:08 pm.**

The president welcomed the new director, Anthony Molaro, citing his biography and recent honor of inclusion in top 50 “movers and shakers” librarians nationally. She welcomed new trustee Laurie Lenzini. Mark Frye was also appointed to the library board. There was discussion of the mayor swearing in new trustees, and timing for Mr. Molaro to be introduced to city council.

**Public Comments**

Ms. Niles stated that she, Mr. Ponsi, and Ken Marabella (acting city manager) looked at the property exterior. The library is in charge of mowing own grass. Ms. Kelly asked about whether irrigation system, which was broken but on last year, is now turned off. The Mayor has said library property sod will be replaced by the city. Ms. Kelly has potted pansies in containers at front entrance.

Ms. Regalado reviewed comments from the Suggestion Box and email box. Some comments were addressed: the library is dramatically increasing movie collection, and a train table has been placed out in children’s area.

**Financial Report**

Ms. Niles reported that Quickbooks software is entering some duplicate data in fundraising and payroll accounts. December was correct, Jan, Feb, Mar re-reconciled, but then December had errors. She needs more time to reconcile with bank account statements. Mr. Molaro suggested that his former colleague Pat Harwood be hired to provide Quickbooks consulting. Other solutions are using the Quickbooks Help site, and Mr. Lolli for assistance in closing out fiscal year. The board reviewed March expenditures/reports. It was noted that legal fees incurred for Barbara Amendola FOIA request are \$380 with more cost expected, and excluding staff and trustee time spent.

Ms. Aldrich has talked with Mayor Pecaro about the library’s missing tax levy money. The City was asking for documentation of amount owed; Mr. Lolli provided that information. Mr. Molaro will notify Ms. Aldrich if library does not have money from city by end of week. It must be deposited (into general account) by FY end April 30.

The FY2010-11 budget reflected going into red just with expanded hours, excluding renovation. In reviewing actual financials versus budget, it was noted there was no director for part of the year. The per capita grant was lower than budgeted. November technology expense still needs to be reallocated and website expense has been shifted.

Board expense for candidate recruitment could be recategorized as personnel expense. Pumpkin fest expenses need to be moved to programming. There was discussion on which fund carpeting was paid from. Bookshelves were categorized in Furniture and Equipment. The third installment of carpet, less interest (\$8762) is listed in capital improvement, but this should be consistent for all three payments. Mr. Molaro will investigate board voting requirements (supermajority?) for capital improvement fund spending. Costs for Ms. Harwood/Quickbooks assistance were discussed; director estimated one day needed.

### **New Trustee Information**

Ms. Aldrich and Mr. Molaro referred board to Bylaws, Roberts Rules, Trustee Handbook, and link from state library, and Mr. Molaro will forward Web Junction online training link. Potential treasurer candidate Nora Laredo was mentioned. She has bookkeeper experience, has spoken with Mr. Lolli, and will be encouraged to submit application to city, and come before the board at May 2<sup>nd</sup> committee meeting.

### **Secretary's Report**

- The board reviewed the minutes from the previous meeting. Ms. Hospodarsky moved to approve the minutes of the March 21, 2011 regular meeting. Ms Regalado seconded, Ms. Lenzini abstained, and the motion carried.
- Ms. Niles provided correspondence from Attorney General Lisa Madigan, addressed to Barbara Amendola, copied to Library, dated March 30, 2011. The letter stated that quorum and board vacancies are not governed by Open Meetings Act, and outside the purview of the public access counselor.

### **Director's Report**

- Mr. Molaro provided updates on work he's been doing even prior to formal start date:
- Book ordering is progressing well. Spanish language titles are proving difficult to obtain with short notice.
  - Storytime location and other programming to be determined.
  - Description of trustee role has been emailed to board
  - IPLAR report is coming due
  - After discussion on advance notice needed for board discussions, it was decided that agenda, minutes, supporting materials will be prepared as packet by staff and provided to board one week before. Ms. Aldrich will work with Mr. Molaro on agendas. Minutes may be sent separately.
  - Director proposed starting Foundation for 501(c)(3) eligible destination for grant applications and has drawn up paperwork. In discussion it was noted there had never been a formal Friends group registered with the Secretary of State. He requested authorization to have paralegal examine documentation. Three directors are needed to meet twice/year to decide on fund allocation. Ms. Kelly agreed to be one director. Ms. Shelley and Ms. Rogowski could be approached. Two board members would advise Foundation. Board felt paperwork did not need review.
  - Summer hours: customarily closed Sunday, but then does library open on Friday? Staffing summer Sundays is \$480/month. Friday closure would keep consistency and

was budgeted. Ms. Aldrich moved that the library be closed Sundays Memorial Day to Labor Day. Ms. Hospodarsky seconded and motion carried unanimously.

· Mr. Molaro distributed proposed 2011-2012 balanced budget. This contains new/streamlined categories and an explicit materials budget. Capital improvements should be in separate renovation budget because of 12% materials spend requirement. There were questions on lines for utilities, insurance, telecommunication, hardware, community relations, fundraising, legal. Hardware, programming, staff development and other categories were increased, and Pumpkin Fest decreased. Salary line reflected current hours. After changes, budget then reflected expenses greater than income, but is realistic yet very lean budget to operate library. Ms. Hospodarsky moved to approve director's proposed budget as amended, with \$251452 total expenses, \$22058 more than ordinary income (tax levy, per capita grant, etc.). Ms. Lenzini seconded, and motion passed unanimously. Budget does not reflect other income/grant possibilities.

· Ms. Aldrich moved and Ms. Hospodarsky seconded to table mission statement to next meeting; the motion passed unanimously.

· Logo: uniform brand needed and current statue image is not really logo, not unique. Mr. Molaro requested logo for director business cards and letterhead, showed proposals from VistaPrint. Board preferred to request alternative designs from community connections. Ms. Aldrich moved to table the logo and renovation schedule agenda items to next meeting. Ms. Lenzini seconded and the motion carried unanimously.

### **President's Report**

Ms. Aldrich reported that Friends of the Library has been on Facebook. Committee members need to be named. The Annual Meeting and officer election is in June--bring interest in holding office to next meeting. Next meeting, May 2, will be Committee of the Whole to start, then break out into individual committees.

### **Committee Reports**

#### **Technology**

Ms. Regalado referred the board to previously circulated committee meeting report.

#### **Policy**

Ms. Regalado moved to table policies discussion until May 2 Committee of the Whole meeting. Ms. Aldrich seconded and the motion carried unanimously. Mr. Molaro will examine and amend Wireless Access policy.

Ms. Aldrich moved to enter Executive Session to discuss personnel and executive session minutes. Ms. Hospodarsky seconded and the motion carried.

**Executive session entered at 10:05 pm.**

**The meeting was called back to order at 10:14 pm.**

Ms. Aldrich moved and Ms. Hospodarsky seconded to table approval of executive session minutes. The motion passed unanimously. Ms. Regalado moved and Ms. Aldrich seconded to adjourn the meeting.

**Meeting adjourned at 10:15 pm.**