

**Highwood Public Library Board of Trustees Meeting
January 21, 2013**

Present—Trustees: Sue Atkins, Bertha Chavez, Mark Frye, Lucy Hospodarsky, Laurie Lenzini, Nora Loredo, Catherine Regalado, Elizabeth Van Arsdale; John Mitchell, Director; Kay Kelly, Building and Grounds/Renovations

Meeting called to order at 7:02 pm.

Public Comments

Five comments from the Suggestion Box were reviewed and considered. The bestseller list will be posted shortly when large materials ordering begins. Award nominated movies will also be ordered. Director will look into comments on employee activity and computer seating configuration.

President's Report

- The completed Live and Learn Grant is on the shared drive. It contains many ADA applications and represents a significant joint effort including a grantwriter and contracted FGM input. Grants are announced in March or June. Library representation is recommended for review meeting in Springfield. Grantwriter will share listserv with grant information with Mr. Mitchell.
- The library hosted a well attended educators and social services networking meeting on Dec 20, 2012, to discuss Discover award educational spending.

Secretary's Report

Ms. Lenzini moved to approve minutes from the December 17, 2012 regular meeting, December 20, 2012 special meeting, and June 18, 2012 and December 17, 2012 executive sessions. Mr. Frye seconded, and the motion carried unanimously.

Communication---

Two items were received: a thank you from Kay Kelly, and a letter from Lisa Cervac, Highwood Historical Society, containing itemized documentation of library donation.

Treasurer's Report

Ms. Loredo reviewed the financial packet with the board.

- Discussion of Quickbooks annual fee in Technology Software and classification of Discover money—Finance committee will discuss.
- Ms. Svec explained a discrepancy in Quickbooks Payroll trial of \$1.60
- One P&L statement version compares budget versus actuals, another includes recent month; finance committee will meet and work out a format best for board.
- Finance committee will discuss \$0.10 from Video Income and need for this line
- \$30 for insurance copier coverage will be reimbursed.
- Accountant recommends review of payroll including hours—treasurer will review.
- Director is investigating projector good for displaying both movies and computer screens in partially lit room, in lieu of system rental each movie night. Sound system also a consideration. May be able to use money left in technology budget.

Ms. Atkins moved to approve November 2012 financial statements, Ms. Lenzini seconded and the motion passed unanimously.

Ms. Hospardarsky moved to approve January 2013 checks, Ms. Atkins seconded and the motion carried unanimously.

Ms. Hospardarsky moved to approve the December 2012 financial packet. Ms. Van Arsdale seconded and the motion carried unanimously.

Librarian's Report

Mr. Mitchell reported:

- Work continues on streamlining Baker and Taylor, ordering, cataloging procedures, and documentation.
- Back area has been cleared out.
- Staff meeting 1/23 with emphasis on procedures, so that all staff can do most things.
- Children's department upcoming programming--movie night 1/24. Ms. Lenzini will help publicize. Mad Hatters Children's Theater in February.
- Book signing of local author at library on 1/26.
- Girl Scouts publicity and window decoration have been proposed.
- Educators and social services were very engaged at meeting, had programming ideas. There was a concern about documentation requirements for library cards. Library booth during school registration is possible (Kindergarten registration is February). Information sheet on cards could be distributed, also shared with Nuestro Center.
- Fines and fees policy needs to be reviewed so staff is consistent. Schedule is posted at circ desk, was recently reviewed. Staff may have thoughts for policy committee.
- Children's workstations, Chromebooks are options for Discover money. Mr. Mitchell will have a list of suggestions for spending Discover money by next board meeting.
- High school volunteers could demonstrate and teach on electronic devices.
- ILA registration for 501(c)(3) donation processing will proceed

Committee Reports -- None

Old Business

Tech Committee will discuss fate of previous director's MacBook.

New Business

Mr. Mitchell shared thoughts on six month goals:

Long term: preparation for capital and renovation goals. Open house must have right timing.

Space: Shelves installed throughout children's area, back room cleaned out, see what is usable in adult area.

Personnel: work on job descriptions, employee manual, training, get volunteer projects in place. It was noted that a volunteer contract is a possibility to help formalize role, and opportunities for children should be included.

Technology: redo profiles, set up imaging software on server, add additional catalogue computers. Clean up patron database; holdings database may have to wait. Website design including YA and children's pages.

Miscellaneous: Announcement displays, ordering process, statistics, pathfinders composed by librarians. Programming for adults, especially computer classes. Freegal (music), included in 2014 budget.

Mr. Mitchell noted that much has been started already from the list. He will formalize list and add to shared drive under Operations.

Ms. Van Arsdale suggested a Literacy program at the library. Other board feedback can be sent to director.

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

Meeting adjourned at 8:54 pm

Next regular board meeting Tuesday February 19, 2013