

**Highwood Public Library Board of Trustees Meeting
March 21, 2011**

Present—Trustees: Alison Aldrich, Jaime Barraza, Bertha Chavez, Lucy Hospodarsky, Catherine Regalado; Anthony Molaro, incoming director; Susan Niles, office manager

Meeting called to order at 7:06 pm.

The president introduced the newly hired director, Anthony Molaro. His start date is April 18th. Tony briefly presented his plans for the library.

Public Comments

Ms. Regalado reviewed comments from the Suggestion Box and email box.

Ms. Hospodarsky has been responding to signed comments in outreach role.

Kay Kelly welcomed Mr. Molaro and was gratified to see his extensive online presence and networks. She saw on his website a potential avenue for book donation. She volunteered to serve on the Buildings and Grounds committee.

Ferguson Mills, staff liaison, noted no experience among current staff to meet with vendors for YA/children's books, and may need help of a previous director for this.

Discussion with Trustee Candidates

Marianne Gizzi, Mark Frye, and Laurie Lenzini were interviewed by the board.

Ms. Aldrich explained delay was caused by mayor honoring standing request for board to meet candidates to talk about time commitment and areas candidates could contribute.

Board then gives recommendation to mayor. Mayor ultimately brings names to city council for approval. Ms. Aldrich confirmed for Ms. Gizzi that other candidates will undergo same process.

Housekeeping

The board president is now using Google docs for shared library documents. Mr. Barraza pointed out need to ensure one is not an editor so not considered having a meeting online. Technology committee will evaluate. Mr. Molaro suggested Dropbox as an alternative. President's new email address will provide history and continuity.

Secretary's Report

The board reviewed the minutes from previous meetings. Ms. Regalado moved to approve the minutes of the February 26, 2011 special meeting as written and the February 28, 2011 special meeting with one correction. Ms Aldrich seconded and the motion carried. Ms. Aldrich noted minutes must be posted online within 10 days of approval.

Financial Report

Ms. Niles reviewed the financial reports. Ms. Aldrich asked for historical data to be included as well. Mr. Barraza asked about meaning of Reserve Fund. Ms. Niles said most "reserves" are in other funds like Endowment. Corrections and problems were noted: some funds have been switched. Board mentioned consulting with Mr. Lolli on

QuickBooks. Ms. Niles noted \$800-\$1000+ in book sales from Ms. Kelly's efforts. Benefit is twofold, for income and square feet gained in back room. \$14,224.50 has been raised from cookbook sales. FY2010 \$5864.70 for per capita grant will be awarded in December so line will be adjusted. Salaries increased with return of Ms. Lakin, but total for FY will be less than budgeted. \$39,601 has still not been given by city from tax levy. Mr. Lolli can be asked for expected timing. Ms. Niles had asked city finance person but no longer there. Payroll should go down with self-printing. Computer hardware has been reallocated --some corrections still needed. Pumpkin Fest fund will be created. ~\$15,000 is left to spend for this FY on books and subscriptions. Current budget reflects spending into reserves to do renovations, and this will now be moved to next FY.

Ms. Amendola inquired and was corrected on the fact that \$235,000 is levy for 2010-2011, and \$217,000 is for 2011-2012. Budget is based on actual tax receipts. Ms. Hospodarsky mentioned how important it is that questions are asked to board before misinformation is put into public. Ms. Aldrich also clarified significance of appropriations column for Ms. Amendola. In summary, library is operating in the black with money available for renovations. Ms. Hospodarsky asked that Ms. Niles and Ms. Aldrich draft a letter to city to formally ask for owed money. Ms. Aldrich also wants city to refer library questions to the library board. New trustees could use budget training; Mr. Molaro knows of state resources for this.

Ms. Amendola asked about remodeling costs. They are reflected in furnishings and general maintenance lines. The new director will have substantial input and changes for next budget. Ms. Regalado pointed out accountant's recommendation to spend some of reserve funds because maximum levy has not been granted by city council in recent years citing this reason.

Ms. Hospodarsky moved to table approval of P&L statement until Ms. Niles can make Quickbook corrections. Mr. Barraza seconded and motion passed unanimously. Ms. Hospodarsky moved to table approval of February 2011 balance sheet, Mr. Barraza seconded, and the motion carried unanimously. Ms. Aldrich will notify Ms. Niles that reports have been tabled.

President's Report

- Notes from the recent staff meeting, where director announcement was made, will be made available to board.

- Notification of 2011 per capita grant award for \$5864.70, paid in December 2011.

- Book purchasing was delayed under previous director and board president but FY end approaches and required budget percentage has not been spent. In worst case budget can be spent at Barnes & Noble which offers library discounts, but preferred to go through Baker & Taylor, which offers better discount. Mr. Molaro recommended using single preferred vendor as typical at libraries, and for book processing. Children's books should be purchased on ongoing basis by current MLS librarian, and he can review the carts for adult books. Ms. Kelly pointed out that saving money is more complex—one can save a

small amount of money on book purchase but she has found many boxes of books from past years that have not been processed or added to circulation and that is wasteful. Mr. Molaro noted that current circulation is 75% Spanish language. Hence he recommends spending at least 25% of this budget in this area. Ms. Aldrich wanted to consult state on required timing of spend and consequences. Mr. Molaro named Anne Craig, director of state library, to check on flexibility of timing. Ms. Aldrich will inform Ms. Knoepfle on using Baker and Taylor including AV/DVD, and to order YA and children's materials. Action should be taken soon to receive materials in by FY end. Mr. Molaro calculated recommended spend in each category for remainder of FY: \$2500 A/V, \$3000 adult fiction, \$1000 adult nonfiction, \$2000 juvenile, \$800 juvenile nonfiction, remainder Spanish language, nothing for reference. Mr. Mills pointed out that under current contract with McNaughton (rental books, green stickers), spine labels come in, but staffers do all processing for Baker & Taylor. Mr. Molaro noted charges of 0.17 spine label, 0.10 bar code, \$1.00 Mylar jackets, costs library would incur even if doing on own. He favors buying over renting books. Ms. Kelly asked about processing fee – this cannot count toward mandated book spend, but would be ~\$800 which is available in other budget lines.

- The president clarified bylaws, which had previously been reviewed by library attorney before adoption. They state that in event of less than full board, quorum is majority of members, but that 5 are needed to enact ordinances and resolutions. Board has been acting in good faith but president did not realize approving minutes is considered enacting an ordinance. Because Ms. Amendola called the state's attorney instead of asking library board directly, library was caused to spend taxpayer money to provide legal response. The president noted minutes are being reviewed and any business transacted with less than 5 will be placed on agenda again.

- Programming possibilities such as the frog lady will be considered as a whole by committee and director. Children's storytime at Bent Fork will be reconsidered because of low attendance, inconsistency caused by bakery cancellations, and other factors. Spanish language storytime needs to be implemented again.

Committee Reports

Personnel/Policy

Search committee is now disbanded. Ms. Regalado moved and Ms. Hospodarsky seconded to adopt Personnel Records Policy. The motion passed unanimously.

Technology

Mr. Barraza and Ms. Regalado reviewed the report of last committee meeting. Website is being kept current. Email addresses and library e-points of contact working well. Netbook is now in circulation; circulation policy needs to be approved by board. Kindle disposition will be discussed with new director. Network share is being designed. Hardware purchase approved and old equipment being disposed. Gates grant is invitation only, invitation not received from mayor, current cycle missed. Biblionix ILS trial begun and staff will train by webinar shortly.

Buildings and Grounds

Committee has not met. Ms. Kelly will join.

Fundraising

No report.

Publicity/Outreach

Ms. Hospodarsky reported: City newsletter is on hold. She is responding to public comments. PR firm donated time to create press release for book sales—appeared in print, and online at TribLocal on March 9.

Friends of the Library

Ms. Aldrich expressed thanks to Kay Kelly, Rebecca Reynolds, and Kathleen Reynolds for all their work selling books and clearing “book store” space. Friends of Library organizer is needed, trustee or other. Ms. Kelly pointed out that Friends have been defined by fundraising/money but it should cover all volunteers. Date for thank you celebration needed; Mr. Barraza will run doodle poll to determine.

New Business

Ms. Amendola asked about remodel and timeframe. Ms. Aldrich responded that library professionals are needed for plan input, and new director is coming on board soon. Ms. Hospodarsky noted precursor steps, including director transition and collection weeding, and requested patience.

Ms. Regalado moved and Ms. Hospodarsky seconded to enter Executive Session to discuss personnel and executive session minutes. Executive Session entered at 9:59 pm.

The meeting was called back to order at 10:13 pm.

The director’s preferred model of laptop was discussed. Tech committee will address. Ms. Regalado moved and Ms. Hospodarsky seconded to adjourn the meeting.

Meeting adjourned at 10:15 pm.