

**Highwood Public Library Board of Trustees Meeting
November 22, 2010**

Present --- Trustees: Alison Aldrich, Berta Chavez, Lucy Hospodarsky, Mary Tondi. Susan Niles (bookkeeper). Absent: Jaime Barraza and Catherine Regalado.

Meeting called to order 7:26 p.m.

Announcements

Susan Niles announced that on December 10, Wooden Nickel is hosting toys for tots.

Storytime at the Bent Fork is on Tuesdays until December 14 at 10:30 and 11:15
Wednesday until December 15, storytime "Stories, Snuggles, & Slippers by the Fireplace" for 3 to 6 year olds

Minutes

The board reviewed the minutes from the October 25 regular board meeting. The minutes were approved.

Out of Order Motion

A motion to move out of order to agenda item #8.

President's Report

The city has a new audit firm this year and the audit firm has provided the library with a list of items that must be compiled. Susan Niles has been working on fulfilling the list of items. She needs the board minutes for the fiscal year of May 2000 through April 2010. She is almost done fulfilling the list of items.

In the past, the library provided numbers to the city and our audit was part of the overall city's audit. New firm this year is taking a different approach.

Susan is using the Policy Manual dated 2002 to complete the auditor's report (called the Evaluation of Entity Level Control). The Policy Committee, Mary Tondi and Catherine, will continue to review Policy Manual and get it in an electronic format.

Susan has asked board to review the Evaluation of Entity Level Controls and provide input.

Website is up and running.

Treasurer's Report

Susan closed the Bookstore account. Moved money to fundraising account but not yet reflected in Oct 31 financials.

P&Lstatement:

- We have received a check in November for the tax levy.

- We should eliminate the income line item 203 for videos because we are no longer charging patrons to rent videos.
- Line item 46400 represents income from the Pumpkin Fest event \$707.50
- Pumpkin Fest expenses were in two categories – staff account reimbursement for materials and fundraising expenses. The entertainment expense for the magician and the storyteller we hired is reflected in the fundraising line item.
- It was suggested that the expenses for pumpkin fest that is currently in staff account reimbursement should be categorized to match the reason for the expense. Susan to re-categorize.
- Per capita money should be coming in December; we are expecting about \$ 6f000.

Early Literacy program has not yet been purchased. We think we tabled the purchase so that we could pay for the program using the per capita money. We may not need to wait to purchase with the per capita money because it may not be difficult to it.

Ms. Aldrich moved that we purchase the Early Literacy Station. Mrs. Hospodarsky seconds. Discussion revolves around concern that with no library director, the program would not be implemented. We concluded that we as a board would not be in a position to implement and the purchase is best tabled until a new director is hired. Alison withdraws motion and Lucy seconds.

Ms. Aldrich asked why we have only spent 1% of our computer media budgeted amount. My Media Mall may have been allocated to per capita grant. Technology committee to explore our needs and how we could utilize our computer media budgeted amount.

At 8:32, Trustee Jaime Barraza joined the meeting.

The Board must vote to approve the fiscal year budget for 2011-2012. We first need a revised budget for the 2010-2011 (for internal purposes to the re-categorization of certain items).

The Board reviewed items of the budget line by line and offered input and asked questions regarding the items of the budget.

The approval of the 2011 – 2012 budget was tabled until the December meeting to allow Susan to revise numbers based upon the discussion that has taken place.

Mr. Barraza moved and Mrs. Hospodarsky seconded that board enter Executive Session at 10:30.

The meeting was called back to order 11:35 pm.

Ms. Tondi moved and Mrs. Hospodarsky seconded to adjourn the meeting.

Meeting adjourned at 11:35 pm.