

**Highwood Public Library Board of Trustees Special Meeting  
September 23, 2013**

Present—Trustees: Bertha Chavez, Lucy Hospodarsky, Nora Loreda, Catherine Regalado, Elizabeth Van Arsdale; John Mitchell, Director; Kay Kelly, Staff  
Absent: Laurie Lenzini

**Meeting called to order at 7:05 pm.**

**Public Comments - None**

**Discussion of usable and unusable Borders furniture**

Board viewed shelving in back rooms. Tall wooden Borders shelves have already been placed in children's room and staff is fine having those there. Short Borders shelves were less preferred than bins, and will be added to list as 20+ small wooden Borders shelves in 3 styles, with director deciding how many and which style to keep for future use. Podium should be kept for future meeting room.

**Discussion of carpet laying in Children's Room and early closing to accommodate preparations**

President confirmed it is not common practice to put padding in this commercial setting. Carpet will be glued down. Install should be scheduled and notice of one day closing posted on website, bookmarks at circ desk, and front door.

**Review of Per Capita Grant**

Director passed out paper copies with a new answer regarding planned use of FY14 grant money to improve Spanish language collection. Board will review this plus SWOT analysis summary answer director will compose by Oct 3. Board will send comments by Oct 7. Director does not have certification letter and needs to call.

**Environmental Scan**

The board reviewed the strengths, weaknesses, opportunities, and threats previously compiled, and added in new information from staff survey. The director summarized:

Strength—in a small community, offer personalized service

Weakness—need more Spanish speaking staff and upgraded technology

Opportunity—working with community groups excited to work with library

Threats—lack of funds; physical space; negative public perception among different groups – adults, children wanting homework space. Later thread added of director as a part-time position.

A specific threat regarding turning off families with current computer gaming, which had already been discussed at Technology and Policy committees, was addressed by Ms. Van Arsdale. She had visited two neighboring libraries and spoken to librarians about handling violent first-person shooter games. Staff enforce a prohibition which is a philosophy, not policy, giving 3 strikes, then removing from space. Board agreed with this same philosophy and director will implement.

### **Review the One Year Plan for FY2014**

There was discussion about budget for Live and Learn grant and need to reassess and possibly modify before submission. The president suggested forming another Renovations committee. Plan has been designed, and committee could get other bids to see what others think the project will cost.

Director felt high and first focus should be on staff training/fundamentals. Top priorities from each committee/category were listed and then again prioritized as follows:  
Carpet install: Children-A, Adult-B; update website programming calendar-A; spending Discover money-A; (it was noted director has already been given approval to spend); Website overhaul-B; new server and operating system-A; weeding-B; personnel manual-A; Posting and translating policies for public-A; staff familiarity with policies-A; Live and Learn Grant-A; Hiring-A; 501 (c) 3 foundation / Friends-C; Staff Management-A; Thrift Shop Cleanout-C; Newsletter-C. Bookkeeping procedures and accounts and investing are high priority and will be addressed in Finance Committee.

### **New Business**

- Ms. Hospodarsky moved to dispose of unusable furniture as listed in Mr. Mitchell's report, except to keep podium and add removal of most of small bookshelves, with director discretion on how many to retain. Ms. Loreda seconded. Disposal means that director will send wooden furniture to garbage, metal shelves to scrap. Will attempt to donate better pieces of wood shelving. The motion carried unanimously.
- Ms. Hospodarsky moved to approve closing library on a future Thursday to begin preparations for children's room carpet laying. Ms. Van Arsdale seconded and the motion carried unanimously.
- Ms. Hospodarsky moved to adopt One Year Plan as outlined on the board. Ms. Van Arsdale seconded and the motion carried unanimously.

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

**Meeting adjourned at 10:13 pm**

Next regular board meeting is scheduled for Monday, October 21, 2013.