

**Highwood Public Library Board of Trustees Committee of the Whole Meeting
May 2, 2011**

Present—Trustees: Alison Aldrich, Jaime Barraza, Mark Frye, Lucy Hospodarsky, Laurie Lenzini, Catherine Regalado; Anthony Molaro, Director; Kay Kelly, Building and Grounds committee; Nora Loredo, prospective trustee
Absent: Bertha Chavez

The director led a walk-through of the building for new trustees and others.

Meeting called to order at 7:15 pm.

- The board members introduced themselves to Nora Loredo.
- Ms. Aldrich spoke on use of Committee of the Whole meetings and how they differ from regular meetings.

- The board interviewed Ms. Loredo for an open position on the library board.

- The board discussed the Foundation, the 501(c)(3) arm needed for grants. It has own mission and bylaws. Ms. Kelly and Ms. Rogowski have agreed to be on its board. A third member is needed soon to complete founding paperwork, because of upcoming May 15 grant deadlines. Board members must be Highwood resident or card holder in good standing. A philanthropic connection would be helpful.

- Library Mission statement drafted by Mr. Molaro was reviewed and very well received. This will be voted upon at next meeting.
- Mr. Molaro noted that ~25% of our community has library cards, relative to a more typical ~80% penetration in most communities. Possible reasons were discussed.

- Joe Davis of Street Level Studio will donate design of new library logo, using final draft of mission statement. Some considerations are reflection of Highwood as small town, cozy feel, warm, inviting, a logo functional enough to be put on everything, and possibly any text to be dual language. Previously the board had stated major focus areas of children, Spanish language, technology, and new fiction.

- June annual meeting with reports and goal setting was discussed. The director's report will contain IPLAR (to be presented in May) plus goals. The president and committee chairs will also report.
- Ms. Loredo will be sent a copy of the bylaws.
- Board officer candidacy should be declared in the May meeting.

- Board discussed committee composition, goals in general and goals for coming year. Committees have met ad hoc in the past. Director recommendations were discussed. Director would be ex officio member of committees because as salaried employee, cannot vote in committee vote.

Finance: should be meeting in 2 months prior to budget submission to board. Then committee would be called if Treasurer had discussion items, like renovation. Composition—treasurer, another board member, director, board president.

Personnel: should develop evaluation framework and salary recommendations 2-3 months before budget due so salary lines known. Should review personnel policy manual. Need to develop procedure for conducting Director evaluation. Need to finalize director job description. Composition: two trustees including president. In bylaws, should add to President's duties to conduct a timely annual review of the director. Note: full board would approve any recommended staff salary increases and review director performance in executive committee.

Policy: should review all policy (in policy manual, excluding personnel policy) at an annual meeting in the fall, then board reviews and approves. Committee should be active now; some policies need to be rescinded. Composition: director and two trustees.

Building and Grounds: should meet quarterly to cover maintenance (landscaping, decorations), determine maintenance plan and schedule. Keep up to date a list of preferred contractors. Director will be substantially involved in maintenance and should be on committee.

Renovation committee could be a special committee for thorough initial inspection and deep building review. Could include architect and interior designer.

Programming: director recommended eliminating this committee and current tasks should be reflected in the director's job description

Publicity and Outreach: director and staff should take this on, receive help from trustees but eliminate committee.

Technology: should continue now for renovation purposes, but in future, should review technology plan once a year.

Multiple other bylaws items should change: Budget should be in April, not June, and director's report in May. Annual Meeting should change to Annual Reports.

· Director prioritized and board volunteered for committees:

1. Personnel--personnel policy manual including staff classification and IMRF, staff raises (unbudgeted): Ms. Aldrich, Ms. Hospodarsky, Ms. Lenzini
2. Renovation: plan, budget using realistic assumption: Mr. Barraza, Ms. Aldrich
3. Fundraising—add to bylaws as a new standing committee: assist in Grant writing and soliciting money. Ms. Hospodarsky, Ms. Lenzini Note: Foundation and Friends (volunteers) are separate. Money fundraised can go to Foundation.
4. Finance: Ms. Aldrich, Ms. Loreda? Others?
5. Policy: Ms. Regalado, Mr. Frye
6. Buildings and Grounds: Ms. Kelly, others decided later
7. Technology: Mr. Barraza, Ms. Regalado, Mr. Frye

- Confirm whether Mr. Mills is interested in Personnel or Policy. Staff members are welcome to be on committees as volunteers and will be notified at next staff meeting.
- ILS is immediate must-have as several other items depend on it, like PC Reservation: director and Mr. Knutson proceeding to evaluate open source options
- Updates: Mr. Molaro gave summer reading program themed bags to board members. Collection weeding is already in process. Trustee terms need to be determined as city has no record. The city paid on Friday (last possible day) the last tax payment due library for FY2010/2011. Ms. Loreda would be up for city council appointment in 2 weeks, and Mr. Molaro will be introduced to the council at that time.

Meeting adjourned at 9:33 pm.