

Highwood Public Library Board Meeting  
January 25, 2010

Call to order at 7:04 pm Present - Lisa Cervac, Mary Tondi, Lucy Hospodarsky, Rebecca Marlowe, Judy Broderick, Catherine Regalado, Jaime Barraza,  
Alison Aldrich arrived @ 9:10pm

Also Present - Marni Mans, Bill Lolli, Jackie Cimarusti-Carlson

### **APPROVAL OF MINUTES**

Rebecca Marlowe motioned to accept minutes of last meeting (December 7, 2009)  
Judy Broderick seconded.

Revisions to last meeting minutes-  
discussion of attorney and how to cap or limit  
standing committees

Motion to withdraw by Rebecca Marlowe, Judy Broderick seconded motion

### **COMMENTS FROM GUESTS**

- include suggestion box items in agenda from now on
- DVD's for rental

### **EXECUTIVE SESSION**

Rebecca Marlowe motioned to go to Executive session at 7:15 pm for personnel.

Jaime Barraza seconded

voice vote taken :

Cervac -Yes

Tondi-Yes

Hospodarsky-Yes

Marlowe -Yes

Broderick - Yes

Regalado - Yes

Barraza -Yes

Lucy Hospodarsky motion to go back to regular meeting at 7:56.

Mary Tondi seconded

voice vote taken :

Cervac -Yes

Tondi-Yes

Hospodarsky-Yes

Marlowe -Yes

Broderick - Yes

Regalado - Yes

Barraza -Yes

7:57 - Catherine motioned to go into workshop, Mary Tondi seconded

Ayes 7

Nays 0

### **DIRECTOR POSITION IDEAS/BRAINSTORMING**

- children/adult programming in Spanish & English/Spanish
- ELL
- Current adult fiction & picture books (updating)
- technology

Book sale, out of space

- sell in mass, 1 day sale, book buyers
- boxing books, organizing, general clean-up

Lucy proposed that the paperbacks be donated

- Mary will call 1/2 price book store
- Lucy will call Key Club to look for volunteers to box books Sat & Sun 12-5pm
- Jaime will talk to ambassadors at Northwood

Lucy Hospodarsky motioned to move to regular meeting

Catherine Regalado seconded

Ayes 7

Nayes 0

Lucy moved that we try to sell the paperbacks and that the rest are donated,

Catherine seconded,

Ayes 7

Nayes 0

Motion passed

Lisa would like authorization to hire someone to clean the bookstore/back room

- Rebecca will get three quotes by the end of the week

Secretary position can be divided up?

-tabled the discussion for filling the secretary position and remain with the current situation.

Lucy seconded

Ayes 6

Nayes 1

Move to accept Mary Tondi's resignation from the treasurer position

Mary moved to appoint Rebecca to the treasurer position and add her to the checking account and the insurance bond,

Catherine seconded

Ayes 7

Nayes 0

Motion passed

Catherine moved to approve the bill presented by Bill Lolli,

Judy second

Ayes 7

Nayes 0

Motion passed

Rebecca presented the bills

Lucy motion to pay all the invoices, except for the very first attorney bill,

Jaime seconded

Ayes 8

Nayes 0

Motion passed

Alison motioned to accept treasurer report –

Judy seconded

Ayes 8

Nayes 0

Motion passed

Alison motioned to move the library insurance from Viti to the City beginning December 1, 2009,

Rebecca second

Ayes 8

Nayes 0

Motion passed

Work with Lisa to get Lucy cost savings on switching insurance.

## **GRANTS**

Live & Learn - not doing

Rotary grant - Spanish language books, Book Match & Tornio de libros

## **Website update**

Lucy moved to designate three areas for the library's focus (programming, library collection to include fiction & Spanish lang. materials, (technology) see workshop notes, Judy second,

Ayes 8

Nayes 0

## **Updating of bathrooms in main library**

-labor for plumbing donated

-drywall & painting 3 bathrooms (\$300.00 materials)

-need to get bathroom fixtures

-need to get tile

Alison motion to allow \$100.00 to pay an interior designer to consult on fixtures, tile, paint for the bathrooms,

Ayes 8

Nayes 0

Motion passed

Catherine moved to pass the by-laws as e-mailed

Alison seconded

Ayes 8

Nayes 0

Motion passed

Alternate staffing plans

- investigate Miriam Pollack
- stick ad back on NSLS
- word of mouth

Alison moved to allocate \$1000.00 to be spent by the search committee as they designate,

Lucy seconded

Ayes 8

Nayes 0

Motion passed

**Cookbook**

have 180 recipes - need 300 to go to print.

Great Lakes Bulletin- look for article on cookbook/Judy

Motion to spend up to \$500.00 on promo banner,

Jaimie second

Ayes 8

Nayes 0

Motion passed

10:45 Lisa left table while Bill discussed Historic Society & library working together

Could they use a display case?

Alison will work with Bill on this

Judy move to allow staff to attend classes and spend up to \$1,140.00,

Mary second

Ayes 8

Nayes 0

Motion passed

Final copy of bylaws

Jaime will look at new circulation systems

On next agenda:

To spend money for an overarching architectural plan for the library up to \$2000.00

re-schedule next workshop to Feb 8

next board meeting Feb 15

Rebecca motioned to adjourn the Board meeting

Jaimie second

Ayes 8

Nayes 0

Motion passed

Meeting adjourned 11:02

10:50  
Catherine left  
mtg.