

**Highwood Public Library Board of Trustees Special Meeting
October 12, 2010**

Present—Trustees: Alison Aldrich, Bertha Chavez, Susan Niles, Catherine Regalado, Mary Tondi; Elsie Martinez (director)

Absent: Jaime Barraza, Lucy Hospodarsky

Meeting called to order at 7:09 pm.

Ms. Aldrich presented a proposal for \$750 from Annalisa DiVito, ALD Consulting, who helped pro bono with director hiring previously. The personnel committee requested this assistance for their work in developing the library director position and 360 degree evaluation for director by board and staff. Ms. Aldrich made a motion to accept Ms. DiVito's proposal. Ms. Tondi seconded and the motion passed unanimously.

The director requested the board's help with the Illinois Per Capita Grant. She noted the questions are different from previous years. On a question about bylaw changes over the past year, committees and meeting dates were changed but nothing related to the administrator. Bylaw change timing needs to be confirmed by reviewing previous minutes. On a question regarding prioritized chapters in the Table of Contents, the board selected Governance and Administration; Access; Personnel; Technology; and Marketing, Promotion and Collaboration, and discussed the year's progress on each. A question on Green initiatives will be answered by describing the architects' LEED certification, used shelving purchase, as well as future plans. The completed grant will be emailed on Thursday evening and needed changes completed by Friday early afternoon when Ms. Niles as secretary pro tem will sign grant with Ms. Aldrich and Ms. Martinez.

Per Ms. Regalado's suggestion, Ms. Aldrich moved to provide \$150 from the board expense budget to underwrite a staff farewell to Ms. Mans. Ms. Tondi seconded, and motion passed unanimously.

Ms. Regalado left the meeting at 7:50 pm.

Ms. Martinez discussed the library's plans for the Highwood Pumpkin Festival. A wizard theme is being used where for a \$5 fee/family, families will go to several stations with activities such as face and finger painting; fishing for fortune; etc. Ms. Chavez will ask her son to help for face painting. Ms. Aldrich will ask an artist friend but who may be unavailable. She will also look for a contact previously hired for a birthday party. Ms. Martinez will also look for people. Ms. Martinez will attend a meeting October 13 at 9 a.m. with the city on the festival. She will determine what the budget will allow to make the library event great since it is a significant event for the city. Ms. Aldrich asked her to make sure that all staff members (if possible) are scheduled to work during the Pumpkin Fest hours, and asked Board members to try to volunteer if possible. Ms. Martinez will coordinate the staffing and volunteers.

Meeting adjourned at 8:15 pm