

**Minutes of the  
Highwood Public Library Board of Trustees Meeting  
September 8, 2009**

Call to Order at 7:10 p.m.

Present: Frank Lewin, Suzanne Cahnman, Eleanor Soldano, Bill Koch, Manny Martinez (arrival at 7:20 p.m.), Joan Retnauer, Library Director, Wilma Lakin, Staff.

Minutes read: Bill Koch approved, Eleanor Soldano 2<sup>nd</sup>

Treasurers Report: Discussion of new format. Bill Koch plans to meet with Mami and Joan to rework format. We need to change line item headings. There was confusion and Payroll expenses and salaries.

This should be done before the next Board Meeting. Bill also suggested that we get our own auditor and send the bill to the City of Highwood. This was suggested because of the difficulty securing a copy of the audit from the City.

Librarians report: Discussion to hold Wreath Sale. Decision was made not to hold sale because of lack of staff due to cut backs and the present economy. The following suggestions for supplemental income were discussed:

- Sending a letter to patrons during the holiday season asking for donations.
- Posting flyers requesting donations in support of the Library

Board approved "Mega" Book Sale. Suggestion to advertise by placing book marks in titles that circulate. Also advertise by flyers, on cable and contacting used book stores and other vendors.

Board approved decision to establish a "working cash fund" We need to address the legal requirements.

Board approved opening this account with Illinois Funds in Springfield, IL.

Vote taken to adjourn to Executive Session for discussion of "Legal Matters" at 7:45 p.m. All "Ayes".

Regular meeting reconvened at 8:55 p.m.

Meeting adjourned at 9:00 p.m. Motioned by Frank, Ellie 2<sup>nd</sup>.