

**Highwood Public Library Board of Trustees Regular Meeting
May 15, 2017**

Present—Trustees: Bertha Chavez, Lucy Hospodarsky, Maribeth Kuebler, Laurie Lenzini, Nora Loredo, Catherine Regalado; Kelly Zabinski (accountant), Pat Lenzini (prospective board member)
Absent: John Mitchell (director)

Ms. Hospodarsky called the meeting to order at 7:02 pm.

Public Comments – The president introduced Pat Lenzini, who has submitted an application to the library board. Board members introduced themselves and talked about current initiatives. Erica Berdell, new staff member, was also introduced.

President’s Report

- Committee annual reports and director annual report due in June.
- Loan agreement was signed May 1, 2017.
- Selection of finishes needed for renovation.
- Director to prepare IPLAR for June submission.
- Director has talked to children’s librarian about Patron Survey and other initiatives. Northbrook Library online survey was felt to be a good model to tweak – director to contact to obtain.

Secretary’s Report

Ms. Hospodarsky moved to approve minutes from the April 17, 2017 regular meeting. Ms. Loredo seconded and the motion carried unanimously.

Communication – None

Treasurer’s Report

Ms. Loredo presented the April financials and May invoices.

Ms. Zabinski from the accounting firm was on hand to provide some explanations to questions that had been previously posed, and help with Fund Balance Policy. The president and treasurer will review accrual basis reports and already have questions.

- The liability and workers comp insurance changed because the period of coverage changed. April 2016 – Dec 2016 bill not received. Jan 1- Dec 31 2017 is with new carrier.
- There were questions about the board policy and whether the building policy was necessary. Accountant also felt treasurer bond was too expensive.
- New accountant didn’t realize health insurance was double-booked Feb and March – has to do with payroll liability. In month with 3rd payroll, must turn off insurance withholding since it should just be 2 withholdings a month.
- Health insurance rates went up in January. Director needed to pay additional, and accountant has fixed insurance withholding and rate as of April. Note that City is in a health risk pool. Accountant wondered when we can take benefit of unspent monies in pool, and President will discuss with city manager.
- Note- if city changes to calendar year FY, library should as well. Library would need to pass a resolution, then do a short-year audit.
- Some April accrual bills will still come.
- Retainage payable is new account – this is construction projects.

- There was question about need to pay city for most recent audit?
- Director redid every memo line in reports. This was not done at direction of board. Board and accountant agreed that capital items, services, items with a date will have memo lines, otherwise not.
- Accountant will see about getting pdfs of bank recs, as previously done.
- True net income because of understaffing is ~\$25000. This will change because of accruals. Finance committee will meet and assess for annual report.

Ms. Hospodarsky moved to approve May 2017 invoices as listed. Ms. Lenzini seconded, and the motion carried unanimously.

Ms. Hospodarsky moved to approve payment on check #1268 dated 5/10/17 for \$240. Ms. Regalado seconded and the motion carried unanimously.

Discussion of Fund Balance Policy:

Ms. Zabinski felt 5 months is unrealistic, and suggests 3 or 4. She recommended a pamphlet from gfoa.org for background. Other recommendations for drafted policy:

- Operating expenses excludes capital, which is good.
- Change 'Improve': give definitive time period for getting back to required level if falling below – e.g. 3 months.
- At end of fiscal year we may make motion to transfer funds. Will need to re-address in policy if FY changes because different amount will be in reserves.
- Total equity equals fund balance, because we are a 1-fund organization. Take equity section and make a board-restricted one for planned projects, e.g. cash in IMET.
- Change from Library Reserve Fund to Library Reserve Account; go to 3 months.

Starting in May accountant will restrict IMET Reserve out of fund balance.

Librarian's Report

Director provided board with written report including update on renovation and staff hiring. The previous business section of the report was incomplete and did not include follow-ups from April meeting. Comments from several previous months regarding collection suggestions from box were repeated as items were still not in collection. There was discussion about new staff being trained on procedures and shown how to access library email. President responded to patron suggesting changing hours.

Committee Reports

Technology: Ms. Regalado talked with the technology consultant on Apollo implementation.

Old Business

- Patron Survey was discussed under President's Report.
- Discussion of Fund Balance Policy was tabled to June.
- There was further discussion of eliminating fines for late return of standard materials. Ms. Chavez felt keeping the fines maintained patron accountability.

New Business

Ms. Hospodarsky moved to approve the slate of officers, to continue as current roles. President: Lucy Hospodarsky; Vice President: Laurie Lenzini; Treasurer: Nora Loreda; Secretary: Catherine Regalado. Ms. Regalado seconded and the motion carried unanimously.

Ms. Hospodarsky moved and Ms. Regalado seconded to enter Executive Session related to 5 ILCS 120/Sec 2(c) 1 – personnel matters. The motion carried unanimously.

Executive session entered at 8:48 pm

Meeting called back to order at 9:14 pm

Ms. Hospodarsky moved and Ms. Regalado seconded to adjourn the meeting. The motion carried unanimously.

Meeting adjourned at 9:14 pm.

Next regular board meeting will be Monday, June 19, 2017.