

**Highwood Public Library Board of Trustees Monthly Meeting
November 16, 2015**

Present—Trustees: Maribeth Carlini, Bertha Chavez, Lucy Hospodarsky, Laurie Lenzini, Nora Loredo, Catherine Regalado; John Mitchell (director)

Ms. Hospodarsky called the meeting to order at 7:04 pm.

Public Comments

None

President's Report

The president reported on a possible volunteer.

Secretary's Report

Ms. Hospodarsky moved to approve minutes of the September 21, 2015 and October 19, 2015 meetings, Ms. Loredo seconded, and the motion carried unanimously.

Communication

Old Illinois Funds accounts that had been consolidated and have 0 balance will be closed. Treasurer and director will discuss the fate of other checking account, noting that if a change is made, city must contact county so tax receipts go to new account.

The library received notice of a class action – no action means part of class.

The library received an IDES survey of employee classifications.

President will also follow up with a website contact on possible volunteer – perhaps cookbook sales.

Treasurer's Report

Ms. Loredo reviewed the October financials and November invoices.

2 copier leases were billed: 1 Konica Minolta and another Impact Networking. Impact Networking bill will be held for investigation on why it is being charged in advance.

It was noted that the tax revenue line is higher than budgeted. Director will contact city prior to contacting county.

Ms. Hospodarsky moved to approve the October invoices to October 13, 2015. Ms. Lenzini seconded and the motion carried unanimously. Ms. Hospodarsky moved to approve November invoices presented with exception of Impact Networking. Ms. Regalado seconded and the motion carried unanimously.

Librarian's Report

The director reviewed report he handed out, and will add the report to the shared drive. Several items were noted:

- Historical Society put in display in window.
- Library will receive monitors donation from Deerfield Library.
- Toys for Tots dropoff box will be located at library.
- GPS program - library site will be added.
- Staff will view webinar on technology at staff meeting.
- Kraft donation received.
- Renovation committee discussed carpet squares. Toji drawings are still not complete and committee will reach out directly as this is the delay point now.

- Public computers are being updated.
- Integrys nominated library for a WTTW sponsored 1-day event, to be scheduled in April.
- Public comments via email and suggestion box were addressed
- Generic email address format now in use
- Impact of programming cancellations, e.g. Thursday before Halloween party, was discussed. Desk staffers were unaware since programmer was present, and surprise cancellation disappointed 3 families. Past staff substitutions have been successful and will be used in future.
- Volunteer offered services to library.
- November 17 Chamber of Commerce mixer a good opportunity to connect in community.
- Follow up on recent 3 book requests – 2/3 not in catalog - June suggestion Country (D Steel), October suggestion (Kenji-Alt). Director noted collection development can choose not to obtain book. President requested a process to close the loop, communicate better, and provide service the public, including keeping folder of requests and topic at staff meeting.
- For other public comments, building windows will be cleaned, and signage will be posted in bathrooms to explain construction intent. Director contacted requester about new kids books – a specific book was requested and will be ordered.
- Zinio is now adding 6 Spanish titles as part of RAILS 50 collection. Original information was HPL could add 2 Spanish titles at no cost. Are there Spanish titles if the 25 magazine collection? Director will follow up to create options matrix requested previously.
- Staff meeting agendas and minutes being stored. Some still need to be uploaded.

Committee Reports:

Building and Grounds

Ronzani work for bike rack delayed because of Highwood Ave. construction but job is back on the list. Ms. Lenzini and director will discuss handling of seasonal change of front pots. Ms. Lenzini will check into cost of repairing bathroom hot water heater.

Renovations

Ms. Carlini and director reported that the committee met and discussed carpet squares. Zens visited to measure entrance/walkways to make up difference. Director said that collection inventory is not in consideration right now given other time demands. Board felt it was a possibility for volunteer assistance.

Finance

Committee worked to draft budget for levy. Insurance and payroll assumptions were discussed, as well as staffing hours and professional qualifications. Open position should be posted. In 2 weeks, president will speak in support of library levy at the City Council Committee of the Whole meeting at 6 pm and board will attend in support as able.

Policy

New policy committee will meet to discuss a policy on email addresses and access/security on changes.

Old Business – None

New Business

The board reviewed proposed 2016 holiday closings. July 3 and Sept 4 dates not needed on list as library is already closed Sundays then. Ms. Hospodarsky moved to approve 2016 holiday calendar with 2 dates deleted. Ms. Regalado seconded and the motion carried unanimously.

The board reviewed the draft tax levy budget for FY2017. Ms. Hospodarsky moved to approve the draft tax levy budget and tax levy request for 2017. Ms. Lenzini seconded and the motion carried unanimously.

Ms. Hospodarsky moved and Ms. Regalado seconded to adjourn.

Meeting adjourned at 8:48 pm.

Next regular board meeting will be Monday, December 21, 2015.