

**Highwood Public Library Board of Trustees Monthly Meeting
August 17, 2015**

Present -- Trustees: Lucy Hospodarsky, Laurie Lenzini, Nora Loreda.

Absent -- Trustees: Bertha Chavez, Maribeth Carlini, Catherine Regalado

Ms. Hospodarsky called the meeting to order at 7:01 pm

Public Comments

There were no public comments.

Suggestion box comments were addressed in director's report.

- Librarian responsible for selecting DVD's will be informed of DVD request
- Budget has been increased for DVD purchases and plans are in works for increasing collection

President's Report

City newsletter submission is due for fall newsletter, and she will work with Director for content.

Secretary's Report

No quorum available to approve last month's meeting minutes. Director made a suggestion. Minutes will be approved at next Board Meeting.

Communications

- A letter was written to Zabinski Consulting thanking them for the donation of the Kindle Fire for summer reading program prize.
- \$100 donation was received from Bruce and Francis Giangorgi in honor of Gladys Credi's 101 Birthday. Director to send a thank you to the Giangorgi's, and Lucy a card to Gladys.

Treasurer's Report

- Ms. Loreda reviewed the July financials and August invoices.
- \$25,000 has been replenished to IMET reserve fund
- We have received 54% of tax revenue to date
- We are on budget at this time. Reasonability check of fixed expenses are at or near 25%
- Reclassification of book leasing standing order has been changed to match budget
- Quorum not present to approve payment of invoices. A special meeting will be called tentative next week.

Librarian's Report

The director provided his report and reviewed some items from the many in report

- The check for Live & Learn grant was received and deposited
- Summer Reading Program finale was held August 8. Over 60 people attended.
- eRead program through RAILS is being worked on to be made available through more devices.

- Director has been taking a 4 part class through RAILS on effective surveys. Will be attending seminar presented by NIU on community based strategic planning. These are all free.
- Met with renovation committee and architect
- Added new thermostats and had HVAC units repaired.
- Participated in Gran Fiesta. Handed out information about the library and small toys for children
- Staff meeting was held. Next staff meeting is August 22, 2015.

Committee Reports

Buildings & Grounds - quote to Ronzani Landscaping has been signed and sent in regarding planters and moving bike rack.

Finance Committee - will be meeting 8/25/15 to review information from auditors

Personnel - nothing to report

Renovations - Committee met to discuss progress of project and set timelines. Architect presented drawings which included changes to the original plan regarding bathrooms. They also discussed various finishes. Architect will have “shell” of RFP ready by 8/22/15.

New Business

- Director submitted detailed plans (layouts and shelf inventory data) for the reorganization of the adult room from the utility closet to the north wall. Discussion around using borders shelves vs. current metal, and direction of shelving units. Trustees present prefer using the wooden Borders shelves to replace the metal shelves and if any shortage of Borders shelving, would utilize the metal shelves. Also discussed putting the study carrels against the north wall and keeping the current structure of shelves running in a north/south direction. Director to revisit layout with Jim and narrow down to two layouts. Director recommends implementation of re-org as soon as possible since the renovation will require that the East Building be free of all stored items.
- Discussion of whether library should keep rotating days of operation seasonally or have one set schedule. Director provided stats on average visits per day (in and out of front gates) – 206 for Sundays and 195 for Fridays. Ms. Hospodarsky suggested we could include this question on preference in the patron survey. Ms. Regalado provided input via email of concern about having only one weekend day open for working families. Director stated that staffing is challenging on Sundays, and sometimes he has to cover. Ms. Hospodarsky suggested that Director provide a recommendation backed by a narrative of the pros and cons for the next meeting.

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

Meeting adjourned at 9:09

Next regular board meeting will be Monday, September 21, 2015