

**Highwood Public Library Board of Trustees Regular Meeting
July 17, 2017**

Present—Trustees: Lucy Hospodarsky, Laurie Lenzini, Patricia Lenzini, Nora Loredo, Catherine Regalado; John Mitchell (director)

Absent: Bertha Chavez, Maribeth Kuebler

Ms. Hospodarsky called the meeting to order at 7:03 pm.

Public Comments - None

President's Report

- With President on vacation in August director will plan in advance for needed bank monthly statements and money transfers.
- City Council has been discussing making library parking lot valet only Thursday – Saturday evenings. President believes it has been tabled for now. Some spots are needed Thursday evenings for library patrons. Director noted on Wednesday night markets staff have sometimes not been able to get out of parking spaces.

Secretary's Report

Ms. Hospodarsky moved to approve minutes from the June 26, 2017 regular meeting. Ms. L. Lenzini seconded and the motion carried unanimously.

Communication

Library received a Community Sourcebook and a solicitation for donations to honor library lawyer Phil Lenzini. Schedule for donated Ravinia tickets has been posted on the website.

Treasurer's Report

Ms. Loredo presented the June financials and July invoices.

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

- There was discussion on funding next renovation expenses - whether to use reserve fund or draw on bank loan. Because tax receipts have come in, there is enough to leave reserve fund alone and pay monthly expenses from general fund. Director by 7/20 to provide list of remaining expected renovation expenses: ATP, Krause, Duncan, FWC.
- Negative values in book standing orders and payroll liabilities have been corrected and corrected reports posted to shared drive as revised files. Should only have 1 version of files on shared drive to reduce confusion– director to delete incorrect older versions.
- President will ask accountant for suggestions on less expensive treasurer bond. Building policy is obtained through city.
- President checked with city manager on health risk pool. After 3rd year unused portions could be available but he doesn't know details yet.
- Most financial reports were provided correctly as pdfs this month. Payroll report had problems so director ran. President to provide feedback to accountants.
- Treasurer and director still to follow up on accountant restricting IMET Reserve out of fund balance beginning in May.

- \$421 Beck's service expense needs to be recoded to 56500.1, Maintenance Interior.
- Several categories are ahead of budget looking at cash basis, for example accountant fees, liability property insurance, building maintenance, materials. Director to provide budget v actual report only on accrual basis only, each month. Every quarter board can review both accrual and cash basis.
- Dates needed for the cleaning service entry with no dates – confirmed not a duplicate.
- “The Great Courses” AV on English grammar and vocabulary was purchased. Director to advertise availability of this new item for ESL speakers, perhaps via Ms. Van Arsdale.
- Director to scan email from City Treasurer for Finance folder stating that FY18 tax levy allocation was rounded up and city will not ask for return of ~\$1700.

Librarian's Report

- Director next week will meet with Girl Scout meeting room requestor on scheduling.
- Cookbooks sold at Poeta's via volunteer.
- Technology consultant and director talked with Apollo sales rep and will meet with technical rep regarding settings so ILS migration can happen soon. President asked director to put together plan with steps, e.g. migrate data, staff training, with target dates.
- A staff member is leaving end of July.
- Handicapped doors in East Building have been installed.
- Live and Learn grant reports were reviewed by renovation committee and submitted to state.
- Director followed up to obtain Northbrook Library survey. Need plan for how to distribute – Northbrook had most success with email blast. HP Landmark could include in paper. Historical Society may know cost to reach Highwood households.
- President requests professional carpet cleaning for main and children's room – director to bid.

Committee Reports

No committees met. Ms. L Lenzini will forward Personnel annual report for drive and website.

Old Business - None

New Business

- Highwood Wine and Beer Walk is September 16 from 11-6. Fee is waived for non-for profits. Library can decide what to serve. Ideally East Building would be complete, cookbooks can be sold, and patron survey would be available.
- Thursday October 26 is city trick-or-treating with a business decorating contest.
- Architect drew up options for adding step down from back storage room. City manager indicated this concrete work could be incorporated in ongoing city projects.
- IPLAR question prompted discussion of asbestos testing. There were two sets of tests and expenses: one before construction and then on the tiling uncovered by demolition.

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

Meeting adjourned 9:06 pm.

Next regular board meeting will be Monday, August 21, 2017.