

**Highwood Public Library Board of Trustees Monthly Meeting  
April 18, 2016**

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

Absent: Bertha Chavez, Laurie Lenzini – no quorum

**Ms. Hospodarsky called the meeting to order at 7:07 pm.**

**Public Comments** - None

**President's Report**

Ms. Hospodarsky discussed need for renovation donors to have a tax deduction. A 501(c)(3) Foundation / Friends of the Library group requires 3 volunteers to sit on a board for 4 meetings a year. Ms. Regalado reminded about ILA's Fund for Illinois Libraries for this immediate need, with no maximum. Director would like Friends group for base of regular volunteers. A pool of regular volunteers could exist outside of a Foundation/Friends group.

The president and director attended last city council meeting and presented renovation finances. It was suggested the library take out loan or line of credit. Renovation with no issues/contingencies would leave 2 months in reserves. If contingencies occur, a line of credit would cover this and allow time for fundraising. President is investigating bank rates; city council approval needed.

**Secretary's Report**

Tabled due to lack of quorum.

**Communication**

Director outlined recent communications received:

- Patron request on genealogy
- Great Lakes Basin Rail Line environmental impact statement
- Book recommendation
- Inquiry on newsletter
- Confirmation that US Weekly not available to Zinio anymore
- Author wanted to do book signing – director recommended waiting until meeting room available
- Per Capita grant letter from state library - amount awarded significantly lower than in the past
- Summer reading program inquiry from out of state – must be present in library
- Chamber of Commerce requested donations for student recognition event
- Discount White Sox tickets available to library
- Letter from former employee Kay Kelly received by president was read. Director mentioned cataloguing is behind but all staff are being trained off standard reference instruction document. Staff meetings need to be resumed (two new staff members, one has left).

**Treasurer's Report**

Ms. Loredo reviewed the March financials and April invoices.

- S&S membership purchased by children's librarian for supplies
- Treasurers bond is the standard amount
- Cleaning and IT services are replacement checks
- Balance of General Fund (Operating, Live and Learn) = 0 because it is closed bank account

- Invoice approval tabled - no quorum. FY17 budget is not ready; hope to approve by May 1. Accountant recommends including renovations into budget.
- Balance sheet shows \$3203 due to/from city – created by auditors 5 years ago to cover cost of audit then. Prior finance director (current library accountant) and former city manager had discussed netting past unpaid PPRT payments against this amount owed. There is no written arrangement, so Library has now written check. Accountant will calculate significant back-year PPRT not paid by city to library so it can be recovered. This will assist with rebuilding reserves post-renovation. Note that \$1745 PPRT for this FY has been received.

### **Librarian's Report**

The director reviewed his report and highlighted several items:

- Public comments were answered and director will contact those who supplied contact information. Staff can be updated on current and post-renovation status of YA external door.
- On April 13, three to four Oak Terrace classes attended an excellent WTTW program, with arrangements facilitated by Ms. Lenzini
- Live and Learn grant report submitted
- Landscaping started this week
- Highwood Historical Society voted not to put display cases in library.
- Police reports filed on mail theft and broken window in furnace room.
- Questions from RAILS email – director will investigate if Management Associates library survey has a cost – if not, board would like to participate. Email also noted upcoming continuing education opportunities – director will survey staff interest.

### **Committee Reports:**

#### Renovations

Director and Ms. Carlini reported on committee meeting. Committee discussed reference checks of lowest bidders, and obtained more. Ms. Carlini clarified that vestibule bid add-on would make vestibule more accessible, but not ADA compliant (no electronic door). However, the new East Building door will be ADA compliant. This lowered board interest in including vestibule in renovation. Group discussed finance options for renovation. Director will talk to accountant about budgeting and work with Finance Committee. Cost of line of credit will be new budget item.

**Old Business** – tabled for lack of quorum

**New Business** – tabled for lack of quorum

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

**Meeting adjourned at 9:15 pm.**

Next meeting to complete business will be Thursday, April 21, 2016 at 7:30 pm.

Next regular board meeting will be Monday, May 16, 2016.