

**Highwood Public Library Board of Trustees Regular Meeting  
September 19, 2016**

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

Absent: Maribeth Carlini

**Ms. Hospodarsky called the meeting to order at 7:05 pm.**

**Public Comments** - none

**President's Report**

- Thank you sent to Library Furniture International for shelving and time donation
- Thank you sent for Smithsonian magazine donation
- Bathroom construction signs posted

**Secretary's Report**

Ms. Hospodarsky moved to approve the meeting minutes of August 29, 2016 as presented. Ms. Regalado seconded and the motion carried unanimously.

**Communication**

Volunteer offering responded to by director.

**Treasurer's Report**

Ms. Loredo presented the August financials and September invoices.

Ms. Loredo moved to approve invoices from August 17 to September 13, 2016 excluding voided check numbers 1155 and 1159, and adding check numbers 1161 and 1162 to City of Highwood for September and October director health benefits. Ms. Regalado seconded, and the motion carried unanimously.

- Director will follow up with apparent accounting split issue showing Zinio \$900 over budget.
- FOIA fee income should be classified to fines and fees.
- Discussion of deposit recording protocol
- IMPACT copier – “meter readings” were an estimate. A statement is needed showing credit, with credit to be entered
- There was 0.25 hours overtime expense for 1 staff
- Checks 1159 and 1155 for Impact Networking and duplicate accounting were voided
- Checks 1161, 1162 for Sept and Oct benefits to City of Highwood: need accountant to show payroll liability checks on the register payroll. Finance committee will meet with new accountant.
- Tax levy season is approaching. Finance committee will prepare to meet week of 10/10.

**Librarian's Report**

- Director responded to suggestion box regarding donation jar: donations accepted at circ desk
- Ms. Regalado will forward Spanish language volunteer info again to director. Another young adult available to volunteer Sundays per email box.
- Carpet installation will be done by Zens. As carpet tile will stop at entryway, need a new quote from Zens with the smaller carpet tile area.
- ACH transfer should have no fee on either end. BOH has double signature requirement and accounts need to have new signature cards to allow check-writing from convenience fund.

- Partial inventory completion is on hold.
- Director will send incurred bills for door close repair to insurance for reimbursement
- ~37 attendees to Beer and Wine Walk. Expense should be charged to community outreach.
- Oak Terrace classes coming to library on field trips
- Young adult craft program begun
- Construction update: architect did not include fire alarm in renovation plans. Those plans must be drawn up by specialty firms, then approved by fire department, then bids acquired. Director will first update city manager on entire fire alarm situation.

### **Committee Reports**

**Policy:** There was brief discussion about residency documentation for new library cards and need for policy to reflect practice and extend list of acceptable documents. Written procedure should be available to staff.

### **New Business**

- Vendors for standing payments item was tabled.
- Ms. Regalado reported on a RAILS trustee training she attended at Ela Area Public Library.

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

Director Mitchell left the meeting at 8:33 pm.

**Executive session entered at 8:34 pm**

**Meeting called back to order at 9:05 pm**

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

**Meeting adjourned at 9:08 pm.**

Next regular board meeting will be Monday October 17, 2016.