

**Highwood Public Library Board of Trustees Regular Meeting
November 21, 2016**

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

Absent: Maribeth Carlini, Laurie Lenzini

Ms. Hospodarsky called the meeting to order at 7:12 pm.

Public Comments - None

President's Report

- Ms. Hospodarsky reported on the City Council Committee of Whole meeting on the tax levy request that she, Ms. Loredo, and Ms. Regalado attended. The City Manager presented 3 options to the city with varying library levies. Ms. Hospodarsky addressed the Council regarding the library's levy request. Council voted for maximum overall levy below 5%, with actual amount to be decided at December 6 meeting. President will attend council meeting again on 12/6, 6 pm.
- President is continuing to investigate line of credit at bank.
- President updated staff at their 11/19 meeting on shared space concept.
- President reported on last city/library committee meeting on shared space concept. Director questioned square footage number allotted to library which was shared at meeting. President will email FGM to clarify.

Ms. Lenzini arrived at 8:09 pm

Secretary's Report

Ms. Hospodarsky moved to approve the special meeting minutes of November 1, 2016 as presented. Ms. Loredo seconded and the motion carried unanimously.

Communication

Director reported on communications received.

Treasurer's Report

Ms. Loredo presented the October financials and November invoices.

Ms. Hospodarsky moved to approve November 2016 invoices. Ms. Lenzini seconded, and the motion carried unanimously.

- WTCox service fees line was changed to Subscription Services, but still needs to be moved to Other/Misc line.
- Director still to submit Chicago Metropolitan Fire Prevention Co. fee for inspection of system and bad motherboard to insurance.
- Checks mislabeled for accounting fees. Director to check on 1152/1159/1176 and fact that memos don't match. Reports need to be in Portrait mode for printing. Payroll liabilities have been added.
- Director to request original invoice for Libraries First/My Media Mall (Check #1183)
- Backups needed for 2 Minolta payments (DD and DIR)

Librarian's Report

- Police contacted director regarding Highland Park shooting.

- Public comments were received by email. Director will check on Community Scholar Program Oriental Institute, possibly to partner with existing adult programming group.
- Change orders must be submitted by contractor. Architect and director reviewed new change orders. Renovation committee will meet to review.
- Library will participate in holiday lighting event at City Hall this Saturday from 2-7.

Committee Reports

Personnel committee will meet regarding staffing.

New Business

- Ms. Hospodarsky moved to approve the payment application of \$58,932.90 submitted by ATP, General Contractor for East Building Project. Ms. Regalado seconded. Chavez, Hospodarsky, Lenzini, Loreda, Regalado: Yes
- Board reviewed FGM architectural drawings of potential shared space with City Hall and the Police Department. Director expressed concerns with layout, shelving space, and load bearing walls/supports needed. He noted that popular A/V collection isn't allocated space and estimates only 25% of current shelving would be able to be used. Director suggested building a new structure. A concern was raised that sharing building with police may alienate some library users. Need to ensure library would continue meeting current needs, especially having work tables available. Board wished protection of minimum square footage in resolution language, using the library space figure provided by FGM for plans.
- Ms. Hospodarsky moved to approve a resolution expressing the intent of the Library to work with the City of Highwood on a plan to share space with City Hall and the Police Department at 102 Highwood Avenue that gives the library at least 8000 square feet of space. Ms. Lenzini seconded and the motion passed with 4 yes and 1 no vote.
- Director presented a calendar of closure dates for 2017. Ms. Regalado moved to approve 2017 closings, adding Jan 2, July 3, and Sep 3. Ms. Hospodarsky seconded and the motion carried.
- Ms. Regalado moved to approve retaining current status of all executive session minutes. Ms. Loreda seconded and the motion carried unanimously.

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

Meeting adjourned at 9:36 pm.

Next regular board meeting will be Monday, December 19, 2016.