

**Highwood Public Library Board of Trustees Monthly Meeting
September 21, 2015**

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

Ms. Hospodarsky called the meeting to order at 7:10 pm.

Public Comments

Director will follow up with patron providing suggestion in box about moving bike rack.

Ms. Regalado arrived at 8:10 pm.

Ms. Lenzini arrived at 8:40 pm.

President's Report

Ms. Hospodarsky announced in the Fort Sheridan newsletter receipt of the construction grant and included a request for professional volunteers to send expertise in renovations.

Technology committee may need an additional member.

Maribeth Carlini will join Policy committee.

Secretary's Report

Ms. Hospodarsky moved to approve minutes of the August 17 and August 25, 2015 meetings, Ms. Lenzini seconded, and the motion carried unanimously.

Communication

None

Treasurer's Report

Ms. Loredo reviewed the August financials and September invoices.

Finance Committee's review of auditor recommendations on internal procedures is complete.

For Zinio, want to ensure that magazines are current issues, as US Weekly issue is from May. It does seem like other magazines are up to date. Director will follow up.

There was a question about the insurance deductible from power outages not being met but claim submitted.

It was noted that FY16 Per Capita Grant money was already received but because of state finances, need to be careful budgeting for FY17.

Ms. Hospodarsky moved to approve the September invoices presented. Ms. Regalado seconded and the motion carried unanimously.

Librarian's Report

The board reviewed the written director's report in his absence.

Notes included need to change title on report and use of generic email address format.

Committee Reports:

Policy

New policy committee will meet to discuss a policy on email addresses and access/security on changes.

Renovations

The committee reported that they met with architect. They reviewed provided RFP skeleton. Floor plans have also been reviewed and will be reviewed by city inspector. City attorney will review RFP at hourly rate. There was a discussion on flooring, which might be pulled out of bid if needed. AIA or separate contract can be used.

Board discussed several items related to floor plans:

- Space for historical society.
- Configuration and how the circulation desk would work, and newspaper shelves in space
- Carpet square footage for adult room

Board agreed previously purchased carpet could be segmented in areas as needed, and carpet seams in children's room should be repaired.

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

Meeting adjourned at 9:20 pm.

Next regular board meeting will be Monday, October 19, 2015.