

**Highwood Public Library Board of Trustees Meeting
April 15, 2013**

Present—Trustees: Bertha Chavez, Mark Frye, Lucy Hospodarsky, Laurie Lenzini, Nora Loreda, Catherine Regalado, Elizabeth Van Arsdale; John Mitchell, Director; Kay Kelly, Staff/Building and Grounds/Renovations

Meeting called to order at 7:05 pm.

Public Comments

Suggestion box comments were reviewed. For materials suggestions, group discussed new books being kept up front for only 6 months, and whether to replace browsing section with recommended books. Patrons are also giving same feedback on shortened new books term at the circulation desk. Director will follow up.

Ms. Kelly inquired about the short term plan for improving physical library appearance in absence of grant. President agreed there should be one which may originate from brainstorming session or new renovations committee approach.

President's Report

- Ms. Hospodarsky noted three open board positions and thanked outgoing trustees, Ms. Atkins and Mr. Frye, whose appointments are ending. Ms. Atkins served on the renovations, search, and fundraising committees. Mr. Frye will not renew his term, but will continue to assist in the area of technology this summer, also with a MLIS candidate volunteer.
- A Foundation will be started, another avenue for community involvement.
- Annual meeting is in May, needing annual written reports from director, president, committee chairs. Standing committees will be appointed.
- Board officers will be elected in June.
- Finance committee held a training session with Zabinski Consulting. They discussed ways to strengthen standards, but a small organization can't have as many checks and balances. City Audit report will come to library moving forward.

Secretary's Report

Mr. Frye moved to approve minutes from the March 18, 2013 regular meeting. Ms. Van Arsdale seconded, and the motion carried unanimously.

Communication---Mr. Mitchell reported that the library has been awarded the per capita grant.

Treasurer's Report

- Mr. Mitchell will look into late fee for Minolta copier and request credit.
- Mr. Mitchell will look into how IMRF is calculated.
- Copier is not making money yet, may need to advertise faxing, perhaps in newsletter.
- Locks were rekeyed, cannot be copied.
- Movie rental equipment will be acquired soon.

- Financial processes and reporting and timing were discussed. Financial binder, signed by treasurer, once approved by board. Accrual possible for closure of FY. Check log will be included in board's financial packet. Recurring vendors will be pre-approved. New system, expense reporting, and coding. Difficult to change expense categories (like from materials to programming) because rerunning report is not timely.
- Board and director agreed with accountant recommendation that there should be no staff book purchases from Baker & Taylor because of tax collection.

Ms. Hospodarsky moved to approve March 2013 financial packet. Ms. Lenzini seconded and the motion passed unanimously. Ms. Hospodarsky moved to approve March 19-April 15 checks, Ms. Van Arsdale seconded, and the motion passed unanimously.

- Expense reports for employees should be done before end of month. Thursday before board meeting, items outside formal financial report have to be in for director approval, then go to treasurer for approval.

Ms. Hospodarsky moved to approve seven invoices read by Treasurer that are external to report. Ms. Lenzini seconded and the motion carried unanimously.

- Convenience account with debit card set up, reimbursed on monthly basis when invoices received.
- Board had a lengthy discussion of Authority to Spend but did not come to a conclusion on revising language. There was consensus that the convenience account balance should be \$3000.
- Board reviewed changes in FY14 budget and how lines are broken out. Narratives will list definitions of each category. A few more items are being investigated, and the budget will be presented for approval next meeting.
- Money not spent this year will go to capital improvement/reserve account and would not be rebudgeted in budget to spend FY14 tax levy.

Librarian's Report

Mr. Mitchell reported to the board with a written packet.

- The Public Library construction grant was not feasible to apply for because of high matching fund requirement.
- The director was selected for the Small Public Library Management Program.
- AWE children's educational software to be trialed. Materials budget spent.
- Approved for 4 passes in Museum Pass program--questions about how to distribute/check out.
- First adult program—poor attendance. Andy Peterson may help with publicity.
- Zinio has been unresponsive.
- Program for National Library Week developed and distributed.
- Children's programming statistics shared. Need statistics for book clubs and overall traffic.
- Outreach to Italian Women's Prosperity Club.

- Family Network tutoring will continue in summer.

Old Business

- Discussion of old Indiana shelves in city storage. After discussion, President and VP will not review shelves in storage because they will be disposed regardless. Mr. Mitchell will post pictures to RAILS website for one week. Ms. Hospodarsky moved to approve disposal of shelves stored at city storage location. Ms. Lenzini seconded and motion carried unanimously.

New Business - tabled until the next meeting.

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

Meeting adjourned at 9:31 pm

Next regular board meeting is Monday, May 20, 2013