

**Highwood Public Library Board of Trustees Monthly Meeting
December 15, 2014**

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

Absent: Elizabeth Van Arsdale

Ms. Hospodarsky called the meeting to order at 7:01 pm.

Public Comments

Suggestion box comments were reviewed.

- Regarding a suggestion on changing closure day, director reported that Saturdays are busy but Sundays are quiet, so if there were to any date change, he would think opening Friday and closing Sunday. A variety of opening hours is important for broadest accessibility. Director can review attendance statistics for days.
- There was a request for more foreign movies. Director reported the library purchases Spanish language movies and YA movies if they are top hits.
- Ms. Hospodarsky would like to do a paper survey/mailer asking about a range of library services including magazines, perhaps in March.

President's Report

- Ms. Hospodarsky attended City Council Committee of Whole meeting last Tuesday. At previous meeting a council member suggested the city departments consider cutting their budgets, and proposed cutting \$5000 from Library budget. Because library had already cut from budget and cannot reduce further, Ms. Hospodarsky offered that library pay the unexpected city invoice for health expenses from prior years.
- The tax levy was finalized at \$231,500, which is \$2500 lower than last year's levy, plus \$2942 in invoice, which library will assess at end of FY.
- The president gave holiday gifts of cookies to staff, pointsettia to library, and cards.

Secretary's Report

Ms. Hospodarsky moved to approve minutes of November 17, 2014 meeting, Ms. Lenzini seconded, and the motion carried unanimously.

Communication

Ravinia Festival sent the library 2 guest passes for 2015 season to be used as a prize. Other tickets will be sent and can be used for other prizes – distribution was discussed and could be tied into incenting survey responses.

Treasurer's Report

Ms. Loredo reviewed the November financials and December invoices.

- Demco should be recategorized as subscriptions, not office supplies.
- IMET created two new restricted accounts as a place holders for money that was lost. In reports this shows as a loss in October and gain in November because it is a receivable of ~\$8700.

- Payroll processing fee (Intuit) was an automatic debit but director will investigate cost and implication for next year's budget.
- Director explained that there were 3 LACONI surveys – this most recent is for the 2014 survey.

Ms. Hospodarsky moved to approve the December 2014 invoices presented plus LACONI survey invoice of \$55 from November. Ms. Lenzini seconded and the motion carried unanimously.

Librarian's Report

The director reviewed his report.

- On researching fine inquiry, database errors were found. They are working on fixing many types of mistakes. This is work that would have to be done prior to switching to new ILS.
- There was discussion on approach for hiring new children's librarian.
- New gang graffiti on exterior benches reported.
- There are 5 total furnaces in library. East Room replacement has been budgeted for. Two more furnaces – children's room furnace and YA room furnace - both went out, unexpectedly and were serviced.
- Holiday party planning has not proceeded. There was a question about whether city has a staff holiday party.
- Staff meetings have not been held recently. The next staff meeting will be with WDPI and was to be with new staff as well. Director, president, and WDPI coach will meet Saturday. There was discussion on communication among staff.

Committee Reports

Building and Grounds

The President discussed snow removal with city manager and he will add library to schedule with schools. There's some difficulty maintaining clear sidewalks once plows clear streets. Director can email city manager directly with questions.

Technology

Notes from the recent Technology committee meeting were reviewed. There was discussion about conducting library business under generic email, especially for book ordering and children's librarians. Director noted that there are similar opportunities for streamlining, like a single library customer ID for Demco.

Personnel

It was noted that the city is creating a personnel manual.

Old Business

Regarding renovations, the architect this week is going to get figures needed for ADA grant. Figures from plumbers for HVAC will be obtained. Materials from last year's grant were requested but have not been received. Committee also talked with Mark Schaeffer of state library and confirmed soil analysis wasn't applicable here. Ms. Van Arsdale plans to write the grant proposal this weekend. A certified letter stating library is

not a historical landmark is needed, and director will write the facility plan. For the ADA grant 70% of cost has to be ADA, but this particular project will be 100% ADA.

The director will share the 2015 closure calendar with the staff.

The “Sold” stickers from shelving already in place in YA room look poor but are difficult to remove. There was discussion on the use of community service volunteers.

New Business - None

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

Meeting adjourned at 8:41 pm.

Next regular board meeting will be January 20, 2014.