

**Highwood Public Library Board of Trustees Meeting  
April 16, 2012**

Present—Trustees: Sue Atkins, Bertha Chavez, Mark Frye, Lucy Hospodarsky, Laurie Lenzini, Nora Loredo, Catherine Regalado; Ferguson Mills, Staff Liaison; Kay Kelly, Building and Grounds/Renovations; Susan Niles, Office Manager

**Meeting called to order at 7:02 pm.**

**Public Comments**

Ms. Niles recommended that board members volunteer to work at the circulation desk. Ms. Kelly agreed. Ms. Hospodarsky noted the volunteer time board contributes and that volunteer schedules can be accommodated in many ways. Mr. Mills pointed out that circulation volunteers need to be trained, requiring staff time.

**President's Report**

- Ms. Hospodarsky reported on the use of letterhead with new logo.
- New hours and hours of operations letter have been posed at front and at circulation. "New hours" on current hours sign should be covered.
- The search committee meets Monday to start on resumes and interview process.
- Ms. Hospodarsky spoke at the April 3 City Council meeting to announce new hours and revised budget resulting from tax levy. She requested volunteers and also updated on renovations.
- Ms. Niles will forward all of board's OMA training certificates to city when they are ready.

**Secretary's Report**

The board reviewed the minutes from the previous meeting. Ms. Hospodarsky moved to approve regular meeting minutes from March 19, 2012, executive session from March 19, 2012, and special meeting of April 9, 2012 with changes. Mr. Frye seconded and the motion carried unanimously.

**Staff Liaison Report**

Mr. Mills reported on statistics for past month. Staff has copy of FY13 staff schedule. Mr. Mills will come in on the extra Wednesday mornings when book club and current events club meet. Tutoring programs are wrapping up. FGM Architects will meet with staff April 19<sup>th</sup> and at a second meeting to accommodate schedules.

**Treasurer's Report**

Ms. Loredo presented April 2012 invoices. The board discussed ensuring annual subscriptions and memberships are paid once per FY. Ms. Hospodarsky moved to approve April invoices less ALA membership to be paid in FY13 and Twin Supplies entered as a payable for when grant money received. Ms. Lenzini seconded and the motion carried unanimously.

Ms. Niles is taking QuickBooks training via DVD and it will enter collection to be available to public.

There was discussion on accuracy of the Payroll line, which was up for March. Ms. Niles said some staff worked extra hours for book ordering. She and the treasurer will look into ways to simplify time sheet accounting.

Board packets included an explanation of Quickbooks discrepancy and resolution, where historically Quickbooks balance never matched bank statement balance. Ms. Niles verified that petty cash is checked monthly. Ms. Niles and Ms. Loreda will meet to discuss.

Ms. Atkins moved to accept the financial packet. Ms. Lenzini seconded and the motion carried unanimously.

### **Librarian's Report**

Statistical report on attendance at meetings, tutoring, and overall, computer users, and reference questions was made. Ms. Chavez updated that the K9 Reading Program is going well but difficult to manage for 100% attendance. It was noted that participation is typical for the Highwood community and program will continue with current grades.

### **Committee Reports**

Policy: Ms. Regalado reported on recent policy committee meeting. The record retention policy was discussed including times for unsuccessful work bids and cash receipt retention. Implementation during cleanout includes retention of documents until state archivist approves. Ms. Niles will obtain a board for posting public facing policies.

It was noted that not all board members received the county economic interest declaration, and Mr. Frye will forward an email with information.

Technology: Mr. Frye reviewed technology expenses and advised they be marked Payable until receipts received.

Finance: The board treasurer, president, and Mr. Lolli reviewed assets to see what was available for renovation. They projected April 2012 expense and conservatively set aside six months of operating reserves, which were driven by current operating budget assumptions on director and operating hours. Budget includes summer Friday hours, and correct IMRF calculation. Operating deficit includes new furnace and repair of sewer line. Renovation budget was partitioned in year 1 and then years 2-4.

- Grant writing will be necessary, especially for ADA accessibility grants.
- Mr. Knutson presented IMLS database with data on comparable small libraries from 2009.
- It was noted that non-exempt employees need approval to work hours beyond regularly scheduled. Ms. Hospodarsky and Mr. Mills will review hours from last pay periods.
- After discussion it was agreed to put all available money in Renovation budget rather than partition, and then Renovation committee will approve phases as FGM plan is available.
- FY13 budget will be made available on the website.

Building and Grounds: Ms. Lenzini reported committee will meet. Improvements continue including changing bathroom doorknobs and outdoor pruning.

### **New Business**

- Ms. Regalado moved to select the Board President as the RAILS eligible elector, Mr. Frye seconded, and the motion carried unanimously.
- Mr. Frye moved to approve the Records Retention Schedule with changes. Ms. Loredó seconded and the motion carried unanimously.
- Ms. Hospodarsky moved to revise the FY13 budget to take into account approved tax levy by city. Ms. Atkins seconded and the motion carried unanimously.
- Ms. Hospodarsky moved to approve the revised FY13 budget with changes to renovations project amount to Acct 62000, unencumbered assets. Ms. Lenzini seconded and the motion carried unanimously.

Mr. Frye left the meeting at 9:28 pm.

- Ms. Aldrich will act as volunteer to coordinate filing IPLAR report.
- The board had all reviewed Chapter 9, Programming, of Serving Our Public 2.0: Standards for Illinois Libraries 2009. The board also had reviewed Illinois Library Law and Rules, 75 ILSC 10/8 State Grants and 10/8.1 Eligibility for Grants. EAV and tax rates were discussed. Ms. Hospodarsky had contacted the city for a list of supplemental taxes and to identify potential supplemental revenue for the library. No sources were currently identified.
- The search committee will brief director candidates on projects including inventory, circulation system, personnel review process, and renovation and technology implementation.

Next board meeting Monday May 21, 2012 at 7 pm.

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

**Meeting adjourned at 9:47 pm**