

**Highwood Public Library Board of Trustees Meeting
December 16, 2013**

Present—Trustees: Lucy Hospodarsky, Laurie Lenzini, Nora Loreda, Catherine Regalado
John Mitchell, Director; Kay Kelly, staff; Mark Frye, Technology committee
Absent: Bertha Chavez, Elizabeth Van Arsdale (no board quorum)

Meeting called to order at 7:13 pm.

Public Comments

- Mr. Frye feels statistics and other data are needed to help allocate funds and make Renovations decisions based on information. It would be good to have baseline information on items like computer usage pre and post renovation. Statistics are part of Librarian's report, but not all statistics requested are being reported – Mr. Mitchell will review what board previously requested for statistics, including computer usage, and provide more complete report next meeting.
- Ms. Kelly reminded board of her bathroom concerns.
- Suggestion box comments were reviewed. Men's restroom hand dryer request was noted. Consumer Reports was omitted from Demco order and has been corrected.

President's Report

- Ms. Hospodarsky attended 12/3 city council meeting where the council passed a tax levy satisfying library budget.
- Historical Society decided to not use library space and has moved into temporary storage.
- Director will accept Bible donation, President will follow up.

Secretary's Report

There were no corrections to minutes but they were tabled without quorum to approve.

Communication

Sue Atkins sent card and flowers to board and staff and volunteers. A Christmas card was received from the Historical Society. At Your Service sent a box of candy.

Treasurer's Report

The board reviewed answers on Financial questions on director's report.

- Mr. Knutson and director will follow up on Comcast Small Business Package, which is being investigated.
- Some reclassifications requested last time need to be reviewed again with accountant. Fax income still needs to be recorded. There was a Maintenance/cleaning equipment item under Furniture/Equipment. Alarm service needs to be reclassified. Color copies used for fliers actually to be put in publicity and outreach budget. It was noted that flyer distribution to schools should be B&W. Fra Noi also coded wrong? North Shore Sanitary should be categorized to utilities.
- IMRF was missing for new staff member and will be reflected next month
- President and Treasurer will get recommendation from city finance director on investment options for Reserve Fund currently held with Illinois Funds.

- BOH Convenience Account/debit card in future will be categorized by vendor

Invoice approval was tabled until quorum or Finance Committee meeting.

Librarian's Report

Mr. Mitchell circulated a report to board. He noted that folding chairs were purchased for programming. He is aware of materials purchasing needs and timing for fiscal year-end. Children's software is being purchased with Discover Card funds and board urged a finish to this project. Overdue notices will be done daily by staff. Staff should be managing K9 monthly programming moving forward. Board requested a single statistics report including statistics previously identified as important.

Committee Reports

Building and Grounds: Ms. Lenzini will connect with plumber on bathrooms

Technology: Committee reported on meeting held immediately before this one, including topics covered in Director's report. They noted Zinio costs are unknown and need to be investigated.

Old Business

Review FGM Architect Proposal for design and implementation services related to East Building Project:

- President benchmarked percentage architectural fee. FGM is within industry standard range. She received recommendation that it's most cost effective to do all architectural design work at once, even for future phases.
- Board reviewed scope of contract. There were questions on performance bond; omission of break room and storage rooms (Live and Learn Grant will not have); roof top units vs. HVAC.
- Director will upload document to shared drive and other questions should be sent to director/president for followup with FGM.

Review of Live and Learn Grant Application:

- Director has inquired for FGM budget what contingencies are allowed in grant application.
- Square footage is needed for grant.
- Board will review grant language and send suggestions by 12/19. Director will send final version out to board to review

New Business

Ms. Hospodarsky moved and Ms. Lenzini seconded to enter Executive Session to discuss personnel matters.

Executive session entered at 9:32 pm
Meeting called back to order at 10:24 pm

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

Meeting adjourned at 10:25 pm

Next regular board meeting is scheduled for Tuesday, January 21, 2014.