

**Highwood Public Library Board of Trustees Monthly Meeting
February 16, 2015**

Present—Trustees: Bertha Chavez, Laurie Lenzini, Nora Loreda, Catherine Regalado, Elizabeth Van Arsdale; John Mitchell, Director

Absent: Lucy Hospodarsky

Ms. Lenzini called the meeting to order at 7:05 pm.

Public Comments

There were no suggestion box comments.

President's Report

The board reviewed the submission of library news prepared by Ms. Hospodarsky for the electronic city newsletter to be distributed March 2. The Language Stars section was edited after discussion and director will submit newsletter on 2/17 with the changes. That program is still being established with Spanish presenters and is being paid for at \$30/visit by Per Capita grant money. Director will talk with accountant regarding status of contracts for cleaning and technology consultant, as well as Language Stars. Childcare needs for programming were discussed.

Secretary's Report

Ms. Van Arsdale moved to approve minutes of January 20, 2015 meeting, Ms. Loreda seconded, and the motion carried unanimously.

Communication: None

Treasurer's Report

Ms. Loreda reviewed the January financials and January invoices.

- ILA library fee for 501c3 donation processing is an annual charge and should be budgeted, not under Contingency/ Miscellaneous.
- Keyth annual service fees should be moved from Cleaning Equipment to Maintenance Services Interior
- Board reviewed IMET update. \$152 has been paid back to library so far. Ms. Regalado will provide article to board which describes City of Highland Park action to see if library should participate. There were questions about the timetable for repayment. Director and accountant will talk to IMET and report back to board by email.
- From last month, Director still needs to check on prorating of licensing fee and whether Intuit payroll processing fee was budgeted under software.

Ms. Lenzini moved to approve the February 2015 invoices presented. Ms. Van Arsdale seconded and the motion carried unanimously.

Librarian's Report

The director provided his report.

- Ms. Koepke attended an ILL workshop.
- Director and Mr. Knutson have been moving furniture out from back room.

- Live and Learn Grants will be reviewed on 2/26 and director will be present via videoconference. Director, architect, and Ms. Van Arsdale will meet before that date to review.
- Children's librarian with LTA degree and some Spanish knowledge has been hired.
- Display window contained children's art from Oak Terrace.
- Bubble Wonders program was very successful with more than 90 attendees.
- Ms. Koepke was interviewed by the newspaper after the big snowstorm.
- WPDI training is progressing with staff 1:1 sessions and board president has been updated on progress.
- State library announced that next Per Capita grant will be reviewed later than normal; timing may affect next year's budget.

Committee Reports: None

Finance committee will meet soon and Personnel committee will meet by end of month.

Old Business: None

New Business -

Mr. Mitchell and Mr. Knutson have been going through the back room; they will have a list of items to dispose later. Ms. Regalado moved to dispose of broken book carts and broken chairs. Ms. Loredó seconded and the motion carried unanimously.

Ms. Loredó inquired about new rulings from the Illinois General Assembly regarding FOIA and the public's method to communicate with elected officials. The public can email the library board directly via "contact us" on the website.

A list of questions for a patron survey was generated by director and staff. Board will review and highlight questions they prefer. The board would like to have the survey available in Spanish. In a discussion of avenues to distribute survey, it was noted that Facebook may be important for certain populations. The survey may also solicit email addresses as well as be distributed electronically. Mr. Knutson and Mr. Mitchell will look into a good emailing program like MailChimp or ConstantContact.

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

Meeting adjourned at 8:18 pm.

Next regular board meeting will be Monday, March 16, 2015.