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

Present—Trustees: Sue Atkins, Bertha Chavez, Lucy Hospodarsky, Laurie Lenzini, Nora Loreda, Catherine Regalado; Ferguson Mills, Staff Liaison; Kay Kelly, Building and Grounds; Nora Barquin, Family Network

Absent: Alison Aldrich, Jaime Barraza, Mark Frye

**Meeting called to order at 7:00 pm.**

**Public Comments**

Ms. Kelly mentioned that the Saturday children’s craft program every other Saturday is wonderful. Preparing, hosting, and cleaning afterward takes a lot of effort. Mr. Mills explained this is why 3 staff must be present on Saturday. High school volunteers could be useful and volunteers should coordinate with Ms. Knoepfle. It is currently advertised only by flyers at circulation desk, but in future should include elementary schools, library website, and Pioneer Press.

Ms. Hospodarsky stated that library programming will proceed regardless of director status provided staff can support it. She introduced Nora Barquin, Program Coordinator for Right from the Start, Family Network. The program, created 16 years ago as an early childhood program to help Latino families, has expanded to older children and an after school program. Ms. Barquin has a new 4H program with curriculum supplied through the University of Illinois Extension. She requests to use library space to meet 2 hours every other week after school. 10 children maximum ages 8-12 will be supervised by two adult volunteers already identified. Mr. Mills will work with Ms. Barquin for scheduling around Tuesday Oak Terrace reading program, tutoring, and K9 Reading Buddies, likely Thursday. Ms. Hospodarsky thanked Ms. Barquin for translating K9 reading materials.

**President’s Report**

- Ms. Tondi is handling coordination of cookbooks on consignment with businesses. List of current businesses will be prepared. Fundraising committee will assist (Ms. Atkins, Ms. Lenzini, Ms. Chavez).
- In December a delivery truck to Froggy’s damaged library gutter. Reimbursement has been received and Paul Giannetti will be repairing plus doing additional needed work. This will go to Buildings and Grounds.
- Ms. Hospodarsky sent a thank you note for the \$160 donation received from evening book club.
- Outline was distributed on need for strategic plan. Conversations with library consultants were reviewed. Dick Thompson, library consultant who previously provided proposal, was contacted but is now retired. Other consultant possibilities include Bob Doyle and Lynn Elam. There is a need for adult library programs, especially related to online job searching which staff helps with. Ms. Kelly mentioned staff is aggravated by spending money on consulting when they are taking cost saving measures, and suggested a person should also assess the

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current issues with library operations. Ms. Lenzini noted the objective is to make a cohesive, consistent plan that is fair to staff. Ms. Kelly suggested before accepting a proposal board have a session with staff. The president noted quote for services would include spending time in the library to observe as well as surveying people who don't come into the library.

### **Secretary's Report**

The board reviewed the minutes from previous meetings. Ms. Hospodarsky moved to approve regular and executive meeting minutes from December 19, 2011 as corrected. Ms. Atkins seconded and the motion carried unanimously. The secretary had notified board of the new 2012 Open Meetings Act required training for public body members.

### **Staff Liaison Report**

Mr. Mills mentioned a staff concern about bathroom germs. Oak Terrace Reading Program is every Tuesday 5:30-7:30 pm, and arrived last Tuesday missing one of two tutors. There are concerns about young adult library behavior that violate patron behavior policy. Wolf Team computer game encourages some bad behavior situations. 4-6 children/night were being ejected. Area has been restructured with bean bag chairs moved to storage to help alleviate problems. Deerfield HS Spanish class students came to research library history and Spanish collections. Because of this, staff has updated library's written history. Ms. Hospodarsky thanked Mr. Mills for shoveling snow from front of library. Ms. Kelly will investigate another option for the future.

### **Treasurer's Report**

Ms. Loreda circulated P&L and check detail. Keyth Technology bill and procedure for pest control will be investigated. In absence of director, Ms. Niles should confer with Building and Grounds chair, Ms. Lenzini, prior to engaging maintenance. Supplies spend and procedures will be discussed in Finance committee. Rainbow Printing is for library cards. Treasurer's bonding, which is a single payment that covers a 3 year term, will be added to budget. Ms. Niles should add notes when checks are written to individuals. Ms. Hospodarsky moved to approve invoices to be paid January 16 excluding Keyth. Ms. Lenzini seconded and the motion carried unanimously.

Finance committee will approve Debit card/EFT charges. To a question on IMRF amounts, Ms. Niles said it was a monthly bill that is behind; this will be investigated. One staff member is taking advantage of NCPERS life insurance as a payroll deduction. Ms. Niles will investigate its availability for all staff, and if so, Mr. Mills will notify staff of the option. Baker & Taylor annual subscription fee is for online book review service but should be placed somewhere other than software line. Board/office calendar will include key finance/renewal dates.

Ms. Hospodarsky moved to approve the December balance sheet and December bills. Ms. Lenzini seconded and the motion carried unanimously. P&L statement will be approved at next meeting once software is recategorized. Finance committee will review budget draft and then send to Ms. Regalado for website.

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### **Librarian's Report**

Ms. Hospodarsky reported that K9 Reading Buddies of the North Shore programming is in process to begin in February. Ms. Chavez and Ms. Soldano are volunteer assistants. Principal Anderson will help identify participants. Volunteers will observe program at Deerfield Library. It should be advertised to broader audience in the future. For library statistics, it was noted that some groups have been rescheduling but all are still meeting.

Ms. Atkins left the meeting at 9:10 pm.

### **Committee Reports**

No committees met in December.

### **Unfinished Business**

The board considered the DCEO Lighting Retrofit project again. The pro is reduced electricity usage and new equipment but con is potential reduction in light output. Currently library is not paying utilities but this may change if provider changes. Ms. Loreda will look for other libraries that have undergone DCEO retrofit to see if they are satisfied with light output/lumens. The board prefers to wait for book store room renovation rather than lock into current lighting. Ms. Hospodarsky will confirm whether children's room relamping and YA room flood light relamping is part of grant. Decision needs to be made by May 2012 to be eligible for grant. Mr. Mills will notify staff that current lights are still under warranty for another year so ongoing ballast replacement should be done through warranty service.

Keys for liability reasons need to be only with staff or contractors covered under workers comp and nobody should work alone in the building.

### **New Business**

Ms. Lenzini and Ms. Hospodarsky will work on getting information for patron database cleanup. Catalog cleanup is another very large project which needs a coordinator. Mr. Mills will help generate a list of what needs to be done for this.

Next regular meeting is February 20, 2012.

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

**Meeting adjourned at 10:13 pm.**