

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

Present—Trustees: Bertha Chavez, Lucy Hospodarsky, Laurie Lenzini, Nora Loreda, Catherine Regalado; John Mitchell, Director; Sue Atkins, former trustee  
Absent: Elizabeth Van Arsdale

**Ms. Hospodarsky called the meeting to order at 7:03 pm.**

**Public Comments**

Ms. Atkins offered to be part of fundraising and wanted to follow up with Fundraising Committee and Friends of the Library. She recalled that city businesses wanted to contribute to library fundraising if it occurs. The President noted that board is waiting for word on construction grant application, and would like to fundraise in community one time for any shortfall in needs once library receives back renovation bids.

A suggestion in the box from Ms. Lawler will be researched and clarified by Director. Email was received from Three Brothers Theater at Waukegan about an option for three free programs. It had been forwarded to children’s librarian. Board was quite interested and thought it a possibility to host in summer at Everts Park gazebo.

**President’s Report**

Ms. Hospodarsky had shared a letter from Rebecca Reynolds to the board. The president talked with the Historical Society president about their request to use library cookbook illustrations to advertise their membership annual dinner. Ms. Atkins reminded board that eight cookbooks remain for sale at Bella Mani.

**Secretary’s Report**

Ms. Hospodarsky moved to approve minutes of the February 19, 2015 meeting, Ms. Loreda seconded, and the motion carried unanimously.

**Communication**

A letter from Rebecca Reynolds to the board was reviewed by board.

**Treasurer’s Report**

Ms. Loreda reviewed the February financials and March invoices.  
-Previous items were reclassified. \$50 ILA library fee will be reclassified in Membership Dues and Fees.  
-Ms. Hospodarsky talked with city manager about the IMET tolling agreement, explained concept to board, and shared recommendation that potential legal fee cost outweighs amount library may lose in IMET funds.  
-PPRT money should be paid to library shortly.  
-Director will check with accountant on status of personnel contracts  
-President plans to pay off money owed to city for director medical expenses with current FY money, and it will be budgeted in future years.

Ms. Hospodarsky moved to approve the March 2015 invoices presented and to pay City of Highwood \$2942.16 representing reimbursement for the 2012-2013 Health Reimbursement Account deductible. Ms. Lenzini seconded and the motion carried unanimously. Ms. Hospodarsky will confirm dates of the reimbursement and current status with city manager.

Director reviewed FY2015 year-to-date spends. Contractors will turn in invoices and many materials invoices have arrived since accountant last here so projected material spend will be fine. As some categories were fully spent, surplus will likely be spent on computer hardware, gutter replacement, snow blower, and books on tape. B&G committee will help get estimates on gutter. Books on tape are requested by public, so collection will be built starting with new best sellers.

By next meeting director should have a space plan for adult room, and a first set of estimates for carpeting the main room. Renovation committee can sort through details and make recommendation.

Any remaining unspent money will be moved to reserves. Director will check on timing/process with accountant.

FY16 budget will be amended based on updates from city; board will approve in April.

### **Librarian's Report**

The director provided his report and reviewed some items:

- The new children's librarian has left library and position has been posted
- Ms. Nakic has become notary public and other staff may become trained.
- FOIA request was received for IMET statements
- March 28 a technology training program will be held. Director has publicized and will also share with Alderman Peterson for his email list.
- Theft prevention hardware needs to be repaired.

### **Committee Reports:**

#### Personnel

Board will have a special meeting for director review after board fills out review form.

#### Renovations

Committee will meet to review carpet options for East Building.

#### Technology

Ms. Regalado reviewed recent committee meeting notes.

Children's librarian will use remaining Discover grant for children's reference section. eRead will be purchased this FY simultaneous to MMM for a 1 year trial.

There was discussion about posting city newsletter on the website, either just library portion to serve as a recent library news update, or entire newsletter, as a public service. The director and technology consultant are looking into how to build the email address database and programs to use such as MailChimp or Constant Contact. Library can obtain mailing addresses from city via FOIA or use post office service to every location in Highwood for \$0.175 bulk rate/current resident, to circulate public survey.

### **New Business**

Mr. Mitchell presented a list of items for disposal, with pictures. These furniture items were free and had to be taken in order to get desired table for children's room, but director can find no use for them in library.

Ms. Hospodarsky moved to dispose items listed by director with exception of lectern, which will be kept for Meeting Room. Ms. Regalado seconded and the motion carried unanimously. Mr. Mitchell will email city the list of furniture with pictures to see if there is interest.

Ms. Hospodarsky moved to dispose of 6 surplus computers from 1999-2007 which are irreparable. Ms. Regalado seconded and the motion carried unanimously.

The president tabled reviewing list of items for patron survey, will review from last month's board packet, and discuss at next meeting.

The selection of date for special meeting was tabled.

Ms. Hospodarsky moved to approve board of trustees meeting calendar for FY16 with all meeting dates on a Monday, Ms. Regalado seconded and the motion carried unanimously.

Ms. Hospodarsky moved and Ms. Regalado seconded to enter Executive Session related to 5 ILCS 120/Sec 2(c) 1.

### **Executive session entered at 9:15 pm Meeting called back to order at 10:14 pm**

Mr. Mitchell will discuss bonus with accountant because staff bonus goes through payroll. Next payroll is Friday. Bonus will be paid out at the end of March.

Ms. Hospodarsky moved and Ms. Regalado seconded to adjourn.  
**Meeting adjourned at 10:17 pm.**

Next regular board meeting will be Monday, April 20, 2015.