

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

Present—Trustees: Bertha Chavez, Lucy Hospodarsky, Laurie Lenzini, Nora Loreda, Catherine Regalado, Elizabeth Van Arsdale  
John Mitchell, Director; Sue Atkins; Teta Minuzzo, President, Highwood Historical Society; Barbara Marianetti, Secretary, Highwood Historical Society.

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

**Public Comments**

- Ms. Minuzzo spoke on behalf of the Highwood Historical Society. They may be losing their lease on their existing space and are looking for a partnership for new space. They would require key access and office hours for part time staff and public viewing of exhibits, storage space, and exhibit display space. They pay utilities and insurance for current space. Ms. Hospodarsky communicated the architectural plan vision to use back space for a meeting room and community room.
- Ms. Atkins reminded board about last year Pumpkin Fest money and requested that window decoration for October have that theme.

Suggestions were reviewed and discussed.

- Spanish language storytime and website updates to that effect. Mr. Mitchell mentioned an ALA grant with the Highwood Historical Society and Nuestro Center, and hopes Nuestro Center volunteers could help. High school student volunteers could also assist with that storytime. Director will respond to requestor. Regarding website maintenance, director has received invoice, is waiting for more information. Three library staff advertise programming through home page but need to maintain calendar.
- Previous month suggestion followups: Fra Noi will be ordered through Pay Pal. Director needs to post signage for periodicals. President will create signage related to hot water in ladies' bathroom.

**President's Report**

- Thank you note sent for patron's photography display.
- Special meeting scheduled for 9/23 for environmental scan and one year plan. President will send board and director a SWOT chart to complete by Friday. Goals will also be discussed
- Outreach to St. James' new principal this Wednesday.
- Children's artwork from both Oak Terrace and St. James can be displayed, including sculptures on tops of bookshelves.
- 9/4 participation in RTA sponsored focus group on Highwood development and planning, with comments on parking
- Acknowledgement to Bruna Ori for remainder of Nello Ori fund to be used toward carpet installation

**Secretary's Report**

Ms. Van Arsdale moved to approve minutes from the August 26, 2013 regular meeting. Ms. Lenzini seconded, and the motion carried unanimously.

### **Treasurer's Report**

- Book prizes were classified in programming.
- Timing on questions from reports--director will find answers before board meeting. One question had been regarding confusing IMRF memo line for 51115.
- Interest earnings are low. Finance committee will review options.

Ms. Hospodarsky moved to approve September 2013 bills on check detail, Ms. Lenzini seconded and the motion carried unanimously.

### **Librarian's Report**

Mr. Mitchell reported on the following:

- Live and Learn grant is available for reapplication.
- New electrical outlet was placed because of shelf arrangement.
- Carpet laying was discussed. Ms. Atkins noted FGM Architects renovation plan for carpeting included stage area, and storage area should be sufficient as designed in new circulation desk. Ms. Hospodarsky pointed out duct work prevented shelving from going against that wall. Ms. Atkins also has information on a grant.
- Nuestro Center and Highwood Historical Society are working with director on a \$3000 ALA grant due end of month.
- The director shared his thoughts on historical society having office in library, and has experience with this in Oak Lawn. The board discussed, as related to renovation plan and library mission. Meeting room would have to be given up, and only one programming room would remain (40 people). Display space was planned in renovations, and society could use that and meeting room for their meetings, without having formal office space in library.
- Hallett movers recommended using metal shelves over Borders shelves to not lose shelf space. Mr. Mitchell has been figuring out what Borders shelves are usable as room is made to assess. A general list of items to be disposed will be brought to board for approval.
- Thursday closure was proposed to enable carpet installation Thursday and Friday. There was discussion of permanency of carpeting. Director will inquire of installer about padding and vestibule remnant.
- Job opening has been posted on RAILS
- Selected policies need to be translated to Spanish. Director will talk to Nora Barquin.
- Statistics were reviewed. Computer usage and circulation stats are still needed. Computer use was lengthened to 4 hours in the summer, has now been shortened to 1 hour or 90 minutes. There was a request to report statistics with multiple months, for reference. Director noted there was no way to record child versus adult attendance, but he feels they are inverse because of child computer usage.

### **Committee Reports**

#### **Building and Grounds**

- President followed up on quotations for door repair pivot hinges

### Personnel Committee

- Will meet Monday Sept 30<sup>th</sup> regarding personnel manual draft.

### **Old Business**

- Board reviewed completed sections in per capita grant narrative.
- Purchase of educational software with Discover money: Adult literacy information being investigated by director. Computer contractor is looking into children's software. AWE tablets are being investigated as a new option.

### **New Business**

- The board discussed five bank accounts, movement, and consolidation: Endowment, Capital Improvement, Fundraising, Reserve fund, Nello Ori Fund. The president will contact Ms. Zabinski for recommendation, and find out account types so more interest can be earned.
- Ms. Hospodarsky moved to move \$3006.30 from Ori Fund to Capital Improvement Fund and close Ori Fund. Ms. Van Arsdale seconded and the motion carried unanimously.
- K9 reading program will resume once a month. President will work with some board members for outreach to both elementary schools and help scheduling.

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

**Meeting adjourned at 9:49 pm**

Next regular board meeting is scheduled for Monday, October 21, 2013.