

**Highwood Public Library Board of Trustees Meeting
June 17, 2013**

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

Meeting called to order at 7:07 pm.

Public Comments

Suggestion box comments were reviewed and discussed, addressed by director.

- The movie collection has increased over last year, especially with FY end spending. A travel movie collection would be difficult with limited funds, so focus is on popular movies with better circulation potential.
- Negative reaction to selling headphones. Director stated that old headphones were falling apart, and in a special case old style headphones were sold to patron who needed that configuration for hearing.
- Sharing computers is only allowed if working on project, not for playing games.
- Cigarette butt receptacle was already planned to be put in soon, along with new single dropbox. It could be set up on side of building.
- New books system had multiple complaints for the past few months, and was revised after May meeting to 1 year. Commenters have been contacted by director if contact info provided, but the best seller lists have not been posted—director will do that and add explanatory memo to public. The cataloging is current, many new books were ordered, but are going out very quickly. Ms. Van Arsdale noted that new books are available to all patrons, not just Highwood residents, which is atypical of libraries. Policy committee will discuss further.

Other public comments included a discussion of dress code for employees, a concern about employee playing with children, and a discussion on young children left unattended for very long periods of time. The policy on unattended children was reviewed. There are several overlapping policies but under age 8 should not be unattended. Director will address specific incidence, and will print out current policies on colored paper.

President's Report

Ms. Hospodarsky presented the slate of officers to be elected: Lucy Hospodarsky - President, Laurie Lenzini - Vice President, Catherine Regalado - Secretary, Nora Loreda - Treasurer. Ms. Hospodarsky moved to approve the slate of officers for FY14, Ms. Van Arsdale seconded, and the motion carried unanimously.

The director will send a link to a per capita grant required Environmental Scanning webinar. Trustees will listen for discussion at July meeting.

Secretary's Report

Ms. Hospodarsky moved to approve minutes from the May 20, 2013 regular meeting. Ms. Lenzini seconded, and the motion carried unanimously.

Treasurer's Report

Ms. Loreda reported on the need to reapprove cash basis April financials because of accrued payroll and payroll liabilities changing. She also shared the unaudited Accrual based report from April, which is not final until audit is complete in a few months. Ms. Regalado moved to approve both reports, Ms. Lenzini seconded and the motion carried unanimously.

Several items on check detail were discussed. 2 projector screens have been purchased and returned. Car rental memo line will be changed to reflect timing of trip by director. Duplicate check identified for IRead ILA program—only 1 will be paid and check #5133 voided. Previous Minolta late fees were again discussed and need to be investigated. Automatic withdrawal should be set up. Extra payment to director for project reimbursement was accounted for in a different reimbursement.

The treasurer will circulate the May financial packet to be approved at next meeting. Ms. Hospodarsky moved to approve June 2013 invoices on check detail May 17 through June 16, 2013 with exception of duplicate check #5133, Ms. Van Arsdale seconded, and the motion passed unanimously.

Librarian's Report

Mr. Mitchell passed out a report to the board.

- He shared some thoughts and ideas from the SPLMI conference which covered several useful topics for small library directors including fundraising ideas.
- AWE children's software trial received favorable response in small survey, so director recommended purchasing with Discover grant. Tech committee notes will be consulted and if not approved, it will be voted upon at next meeting. This new service should be advertised.
- Summer reading program has started, with a June 8 program to kickoff. 42 children are enrolled, though further outreach is needed for new patrons. Ms. Lenzini thought a newsletter to active and inactive patrons would be helpful. Facebook page, Alderman Peterson mailing are other possible communication vehicles. If advertised now, can get program participation, but also want to expand outreach once improvements are made.
- IPLAR is due June 30, signatures needed.

Committee Reports

Personnel Committee will meet for personnel manual in July, date TBD.

Policy committee will meet July 1, 7 pm.

Old Business

Mr. Mitchell presented an outline of carpet and bookshelf installation for the children's room only, which he felt should be the first space addressed if there were unknowns in bookshelf and carpet. It was noted that shelf detail should be on bill of lading, purchase list, or list of work done by electrician when dismantling in Borders. Likewise carpet

purchase detail should be available on sales receipt. It was known some additional high-traffic carpet would need to be purchased for the entryway.

There was discussion on need and timing of plan for both rooms or only children's room. Laying carpet only in children's room was an option discussed. There was consensus to do children's room first because of more flexibility in filling any gaps in main room and Mr. Mitchell reported the carpeting may have been damaged in storage. Mr. Mitchell clarified that the children's room shelving would be switched one-for-one and there would be no shifting of shelf locations.

Ms. Hospodarsky felt if there weren't enough Borders bookshelves for main room, a mixture of shelving would be fine. Goal is to have homogenous children's room bookshelves because it would be more obvious in that smaller room if not. All felt additional bookshelf investment would not be made, so mixture of shelf types would be kept if needed.

Ms. Regalado was fine with two phases but preferred to have plan and schematic layout for both phases before proceeding, taking another month to do that using one of existing main room plans from Melichar or FGM as starting point for director to modify. This would help identify where other needs and expenses would be, and serve to communicate to public, particularly as main room and carpet was space originally planned to work on first.

New Business

Ms. Lenzini moved to approve bookshelf and carpet install outline from director for Children's Area. Ms. Van Arsdale seconded. Lenzini, Lored, Chavez, Van Arsdale, Hospodarsky voted yes, Regalado voted no, and motion carried.

Timing and other items need to be revised on director's 1 year plan. More board members will give input back to president. Approval of plan was tabled.

Ms. Lenzini moved to approve carpet install expense for children's room, for an amount up to \$2500; Ms. Hospodarsky seconded and the motion carried unanimously. Mr. Mitchell noted volunteers/staff would remove and replace books, move Borders shelf in over short time. Then before carpet laid, all books would be removed, and carpet layers would move shelves and lay carpet. There was discussion on process and Ms. Lored wanted to ensure timing and process securing shelves to wall.

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

Meeting adjourned at 10:38 pm

Next regular board meeting is Monday, July 15, 2013