

**Highwood Public Library Board of Trustees Meeting  
October 17, 2011**

Present—Trustees: Alison Aldrich, Sue Atkins, Jaime Barraza, Bertha Chavez, Mark Frye, Lucy Hospodarsky, Nora Loreda, Catherine Regalado; Tony Molaro, Director; Kay Kelly, Building and Grounds/Renovation.

Absent: Laurie Lenzini

**Meeting called to order at 7:05 pm.**

**Public Comments**

Ms. Kelly commented that the past Saturday's events were wonderful. She noted that evenings were busy and the library seemed to be an adjunct to area schools and Nuestro Center. Suggestion Box comments for the past month were reviewed. There is a no cell phone policy which is often enforced by fellow patrons; the pencil sharpener will be repaired; comments from Wolf Team players being kicked off computers are related to behavior problems and staff enforcing behavior policy.

**President's Report**

- Ms. Hospodarsky reported that city council member Louise Linari has accepted the role of liaison to the library. The president and director met with the city Finance Director and interim City Manager. The city considers the library to be a department, and Ms. Zabinski has requested our tax levy by November 1. Mr. Marabella gave his thoughts on next year's tax levy. The board president and director will meet with the mayor and liaison in the week of 10/24.
- Ms. Hospodarsky stated that at this time the renovations committee chair needs to be the director in order to work with architecture firm on time-sensitive matters. Ms. Aldrich has resigned as committee chair and recommended this option.
- Fort Sheridan newsletter submission included need for volunteers, chair of Friends, and strategic planning help, as well as a thank you to Joe Davis of Street Level Studios for creating our logo and templates for letterhead, business cards, and web page banner.
- Director's review will be scheduled for week of Nov 1.

**Secretary's Report**

The board reviewed the minutes from previous meetings. Ms. Hospodarsky moved to approve regular meeting minutes from September 19 and executive session minutes from September 19 and October 3, 2011. Mr. Frye seconded and the motion carried unanimously. Ms. Hospodarsky moved and Ms. Aldrich seconded to approve the minutes of the October 3 special meeting with one change, and the motion carried unanimously.

**Financial Report**

The board reviewed the finance documents that had been sent. Moving forward a check register will be in board packet, as modeled by HPPL, excluding fines and deposits. Treasurer will also review checks prior to meeting. In line 60601 two items will be reclassified: LFC posters to programming and LACONI materials to staff development.

ILA registrations include luncheons and student rates for staff. Staff development outing at local restaurant was not reflected ideally and payment will be handled differently in the future. Ms. Loredo moved to approve the financial report with the two reclassification changes. Mr. Frye seconded and the motion carried unanimously.

Ms. Loredo presented the treasurer's report, profit and loss report, and balance sheet. Ms. Hospodarsky asked about opening value equity carried over on Balance Sheet. Mr. Molaro will follow up with Mr. Lolli on this, and number's origin. The zero under net income on P&L will be removed. Mr. Molaro learned from Ms. Retnauer that endowed funds were comingled and that the Conway Fund money could be transferred to Endowment Fund along with other named funds. Ms. Hospodarsky or Ms. Aldrich will follow up with Bruna Ori on Ori Fund after renovation plan is determined so details can be discussed.

The Finance committee will revisit timing of city/county tax payments to ensure all funds received by city were transferred to library. ~\$9000 remains to come to library this FY. The ILA conference attendance should be split out between staff and trustee attendance into their respective lines. Ms. Hospodarsky moved to approve the September Treasurer's report with change to P&L statement ILA conference fee accounting. Ms. Atkins seconded and the motion carried unanimously.

### **Director's Report**

The board reviewed the director's written report and statistics for the month of August. Highlights and discussion included:

- Recurrent plumbing issue and latest service call
- YA Room cosmetic upgrade
- Program schedule, including movies. Master calendar will be included in director's report moving forward.
- OverDrive/My Media Mall contract signed, to be rolled out 11/30/11. Note that copies are per consortium unless using a different direct-purchase cost structure
- Weeding update
- Computers added to YA room to alleviate wait list
- Staff training on Apollo ILS
- Book club attendance drop probably because staff didn't record a club attendance.
- Director plans to apply for funding for ADA vestibule via state Live and Learn Grant due in January, funding in April 2012
- Ms. Aldrich requested a substitute program for cancelled performer for Pumpkin Fest Saturday. 30 kids had signed up for 12:30-1:30 time period--could be face painting, story teller, or other activity at library. Fundraising committee will sell cookbooks at Pumpkin Fest (5K race and other times). Pumpkins carved at last Saturday's library event will be added to city total.

### **Committee Reports**

#### Policy Committee

Committee meeting notes were reviewed and revised/new policies are under new business for approval. Ms. Regalado noted that committee chairs should send agendas to

director for archiving. Ms. Molaro and Ms. Hospodarsky will create written response for Sandy Anderson on computer games.

#### Technology Committee

Mr. Frye noted that the committee didn't meet in past month, but will meet to talk about VPN, ILS, and website soon. Mr. Knutson will be setting up VPN to access a Board folder on the library server, with login-specified access rights. With this it appears GoogleDocs is not needed. The VPN will be open source and Mr. Knutson will need to verify that it works on Macs.

#### Finance Committee

The board reviewed finance committee meeting minutes.

#### Buildings and Grounds Committee

Because Ms. Lenzini is out, the emailed report will be discussed at next meeting.

#### Renovations Committee

The board reviewed notes from October 6 meeting.

- Ms. Aldrich expressed thoughts on her renovations committee experience. Mr. Molaro and Ms. Aldrich will discuss honoring previous architectural donation.
- Mr. Molaro highlighted some of the decision points used by committee to recommend SRBL for master planning and phase one renovations: experience working with multiple viewpoints; working relationship and responsiveness to staff; most meetings included in bid; cost; and municipal experience including with interim city manager.
- Plan could prioritize vestibule drawings for possible Live and Learn grant
- The board discussed balancing cost effective and best plan, ensuring keeping stakeholders involved, communicating accurate information to the public via press release on board plans, and fundraising possibilities.
- SRBL experience with library projects was discussed. Director and/or committee members have viewed previous projects at Bensonville Public Library, Carol Stream Library, and Ela Library, and talked to references.
- Mr. Barraza moved to approve the committee recommendation to select architectural firm SRBL to create a comprehensive plan for library. Ms. Atkins seconded the motion, and it carried unanimously.
- Ms. Hospodarsky moved to approve the director to spend up to \$12,000 for Master Plan services outlined in SRBL October 12, 2011 proposal Mr. Frye seconded, and the motion carried with Ms. Aldrich abstaining.
- The November 7 meeting will be a special meeting to vote on Phase I services.

#### **Unfinished Business**

Logo templates are forthcoming from Joe Davis.

#### **New Business**

- The board discussed schedule of COW meetings. They are needed in near term, for example to allow SRBL presentation, but president will look to phase out eventually.

- The director's draft budget proposal for FY 12/13 was briefly reviewed. There was discussion on costs possibly to be transferred from city to library. It was noted this seems inconsistent with city considering the library a department and is counter to direction Highland Park is taking among its government units, and will result in more costs overall. Proposed and expected budgets were reviewed. Ideas for cutting costs and concerns with possible lower levy were discussed. There was discussion of lack of knowledge among city and council on library current status and progress. For example, only 2 city council members have active library cards. Mr. Molaro could prepare a presentation for president and treasurer to present to city council for December meeting.
- Ms. Aldrich moved to approve the Posting of Agenda and Minutes Policy, Computer Use Policy, Investment of Public Funds Policy, and Confidential Records Policy. Ms. Atkins seconded and the motion carried unanimously.
- Ms. Hospodarsky summarized procedure for finalizing director's goals for next 6 months.

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

**Meeting adjourned at 10:15 pm.**