

**Highwood Public Library Board of Trustees Meeting
June 18, 2012**

Present—Trustees: Sue Atkins, Bertha Chavez, Mark Frye, Lucy Hospodarsky, Laurie Lenzini, Nora Loredo, Catherine Regalado; Ferguson Mills, Staff Liaison; Kay Kelly, Building and Grounds/Renovations

Meeting called to order at 7:02 pm.

Public Comments

Ms. Kelly thanked the board for all the time they have been putting in recently. One suggestion box comment was shared about volume of staff conversations.

President's Report

- Board officers are elected in June and Ms. Hospodarsky presented the following slate: Ms. Hospodarsky--President, Ms. Regalado--Secretary, Ms. Loredo--Treasurer, Ms. Lenzini--Vice-President. Ms. Hospodarsky moved to elect the slate of board officers. Ms. Loredo seconded and the motion carried unanimously.
- Ms. Johnston completed a proposal for a Lois Lenski Covey grant for \$5000 for children's books, assisted by Ms. Knoepfle. Response expected at year end.
- Annual report was tabled.

Secretary's Report

- The May 21, 2012 minutes will be reviewed at the July regular meeting.
- Ms. Hospodarsky moved to change agenda to reflect correct meeting minute date of May 30. Mr. Frye seconded and the motion carried unanimously.
- Ms. Hospodarsky moved to approve May 30, 2012 regular meeting, June 13, 2012 special meeting, and June 14, 2012 special meeting minutes. Ms. Lenzini seconded and the motion carried unanimously.

Staff Liaison Report/Statistics

- Mr. Mills reported that the door counter had stopped working May 25 but is now working. Average 186 visitors/day. For the month, 527 adults and 812 kids used computers. There were 130 reference questions. Last K9 reading program occurred in May. 2 book clubs had 21 attendees, 5 attendees at Spanish story hour, 19 attendees at current events, 42 attendees at 3 craft sessions. Almost half of circulation is to under-18 patrons.
- The city brought portable toilets for farmers market in new location near library. Vendors setting up earlier used library. Some staff parking spots are taken by dumpster, or public who don't see signs hidden by dumpster. Ms. Kelly suggested using orange cones to temporarily hold spots, and B&G will address with city.
- Mr. Mills expects higher child attendance in summer with more computers and games on computers. Photos of events can be added to website.

Treasurer's Report

- Ms. Loreda distributed list of unpaid bills. Future format will have more detail, especially for payments to individuals. Keyth payment is fire box—they made key and replaced battery. Beck's payments are routine twice/year maintenance, plus service call for A/C. Ancel Glink prevailing wage ordinance was charged; president will review standing order. FGM contracted work is 2/3 complete. Lawn service was pruning front trees.
- Ms. Hospodarsky moved to approve June 2012 invoices with exception of Ancel Glink, with president to follow up on that invoice. Ms. Lenzini seconded and the motion carried unanimously.
- Status of April 30 financial report and May monthly financial report: payables for DCEO grant needed to be booked differently in QuickBooks—Finance committee will review, and they will be voted upon at July meeting. Ms. Loreda will email the city to explain the delay.
- Final budget has been placed on the website and will be placed on the shared drive.

Librarian's Report

- IPLAR will be filed by June 30. Ms. Aldrich has been assisting with the compilation of data.
- Summer reading program is underway. Ms. Atkins has solicited area businesses. Spanish language flyer will be created and distributed to agencies. Ms. Chavez suggested Facebook as well.
- Farmers Market volunteers needed for library booth beginning at 5:30-6 pm. Nuestro Center staff or other volunteers may be able to help with crafts, which will be at no charge but donations accepted.
- 4H program proposal with Family Network, with U of I Extension, programs Work in My Community and Que Rica es La Cultura, 2h/week for 6-8 weeks starting end of June, 10-12 children. They prefer 1-3 pm Friday. Mr. Mills suggested south end of YA room. They may begin June 22nd and Ms. Hospodarsky will notify Ms. Barquin.
- Website statistics: 5293 visits, 3210 unique visitors from FY12.
- Ms. Knoepfle noted that summer reading program has begun. Sign will be moved around the library to better publicize. Birth to 18 year old eligible to participate.

Committee Reports

Finance: annual report was circulated. Committee will meet

Personnel: annual report is forthcoming

Policy: revised Food and Beverage policy was discussed.

Building and Grounds: reported on effects of farmers market, and backflow valve on sprinkler system.

Technology: committee will meet soon. In the future board would like to access board packet on shared drive.

Renovations: committee met twice. Fundraising needs to begin to allow more options. Ms. Atkins has contacted Moraine Township. Master Plan Budget was circulated. There are still some questions on carpet/ceiling/lighting/paint line item. Responsiveness and clarity of firm's response was discussed. Subtotal needs to be included, and correction of calculations.

New Business

- Ms. Hospodarsky moved to appoint Ms. Lenzini and Ms. Loreda to audit meeting minutes pursuant to IPLAR requirements. Ms. Regalado seconded and the motion carried unanimously.
- Ms. Hospodarsky moved to approve the FY2012-2013 board meeting calendar. Ms. Lenzini seconded and the motion carried unanimously.
- Ms. Hospodarsky moved and Mr. Frye seconded to approve Food and Beverage Policy. Motion carried unanimously.
- August meeting will be held with quorum.

At 8:57, Ms. Hospodarsky moved to enter Executive Session to discuss personnel. Ms. Regalado seconded and motion carried unanimously.

The meeting was called back to order at 10:33 pm.

Ms. Lenzini moved to make an offer to the selected candidate. Mr. Frye seconded and the motion carried unanimously.

Ms. Regalado moved and Mr. Frye seconded to adjourn.

Meeting adjourned at 10:34 pm

Next board meeting Monday July 16, 2012 at 7 pm.