

**Highwood Public Library Board of Trustees Meeting
March 18, 2013**

Present—Trustees: Sue Atkins, Bertha Chavez, Mark Frye, Nora Loredo, Catherine Regalado, Elizabeth Van Arsdale; John Mitchell, Director; Kay Kelly, Building and Grounds/Renovations

Absent: Lucy Hospodarsky, Laurie Lenzini

Meeting called to order at 7:04 pm.

Public Comments

Comments from the Suggestion Box and received via email were considered. There was positive response to the financial literacy materials suggestion. The personnel compliment will be filed. A request to purchase card catalog furniture needs response. Club Z message and response regarding for-profit space use was reviewed.

President's Report

- Ms. Hospodarsky's written report detailed communication on behalf of library: to state rep regarding grant; to Italian Women's Prosperity Club promoting events; to Club Z responding and referring to Recreation Center; to Mt. Prospect librarian for financial reporting/budgeting suggestions; and for planning a meeting with Highland Park Library director. Reminder of requirements for May annual meeting to committee chairs and director.
- Ms. Hospodarsky alerted Ms. Kropp to donation disposal, and thanked Ferguson Mills for volunteer services during his tenure (Mr. Mills is still on the Renovations committee).

Secretary's Report

Mr. Frye moved to approve minutes from the February 19, 2013 regular meeting. Ms. Van Arsdale seconded, and the motion carried unanimously.

Communication---

Mr. Mitchell shared letter from State Library saying that the library did not receive the Live and Learn Grant. Criteria for selection and suggestions to improve grant applications for next time will be sought.

Treasurer's Report

Ms. Loredo presented the report, with discussion on cash basis versus accrual basis for financials. Two check registers should be approved. Checks will be paid but will not appear until March financial report.

- Konica Minolta still has 2 months insurance to be reimbursed.
- Library should receive copy of City audit.
- Discussion about Convenience account and how to use. Finance committee will address.

- Baker and Taylor staff purchase reimbursement still outstanding. Different accounting procedure should be implemented to track and promptly resolve.
- Director travel for grant is in Board Expense - no better category right now.
- FY-end materials purchase active, but not all reflected in this month's statement.

Ms. Regalado moved to approve two March check registers. Ms. Atkins seconded and the motion passed unanimously.

Mr. Frye moved to approve February 2013 financial reports, Ms. Atkins seconded, and the motion passed unanimously.

Ms. Lenzini arrived at 8:08 pm

Librarian's Report

Mr. Mitchell reported to the board with a written packet.

- Renovations are ongoing in back room to allow use until remodel. New shelves have been brought to staff area; preparation for adding more express computers.
- Mr. Mitchell traveled downstate for grant review; did not receive grant.
- Mr. Mills' last working date was Sunday.
- Director will be speaking on Thursday to Italian Women's Prosperity Club
- This Thursday is children's movie night.
- Statistics not yet ready, will be for new fiscal year. This will include adult programming attendance.
- Girl Scouts recruitment programming occurred.

Committee Reports

Renovations Committee: website update needed.

Building and Grounds: did not meet.

Finance Committee: meeting with director and accountant soon.

Personnel Committee:

Met and reviewed personnel policy, will have one more meeting and review before board approval. Staff job descriptions, including 3 new positions, were reviewed. Director will finalize. Evaluation forms were reviewed and streamlined. Staff reviews will occur before April 1. Contractors' contracts were finalized.

Policy Committee: Fines and Fees schedule was revised by director with input from staff.

Technology Committee:

Mr. Frye reported on recent committee meeting. Patron database and ILS system are still being considered. Print management software trialed. Discussed appropriation of Discover money for children's literacy, then adult financial literacy. Children's librarians would promote use of new equipment. Possible electronic magazine subscription. Potential tech volunteer has experience with electronic books. Projector and sound

system library should be owned by April meeting. Former director MacBook could be used for fundraising. Website changes mockup will be emailed to tech committee.

Fundraising: has not met.

Old Business

- Ms. Regalado moved approval of Fines and Fees Policy with addition of a limit of 4 on ILL materials at one time. Mr. Frye seconded and motion carried unanimously.

New Business

- Ms. Lenzini moved that Mr. Mitchell be appointed the new FOIA officer. Ms. Loreda seconded and the motion carried unanimously.

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

Meeting adjourned at 8:52 pm

Next regular board meeting is Monday, April 15, 2013