

**Highwood Public Library Board of Trustees Monthly Meeting  
May 18, 2015**

Present—Trustees: Maribeth Carlini, Bertha Chavez, Lucy Hospodarsky, Laurie Lenzini, Nora Loreda, Catherine Regalado; John Mitchell, Director, Zena Yeatman, Children's Librarian

Absent: Elizabeth Van Arsdale

**Ms. Hospodarsky called the meeting to order at 7:04 pm.**

**Public Comments**

- Ms. Yeatman introduced herself as a recent MLS graduate from the University of Illinois specializing in teen and youth services who has just started at the library. Suggestion box comments were addressed in director's report.
- In response to a request for a place for teens to hang out, the director noted the back of the Nello Ori room is for young adults provided their volume doesn't bother other library patrons and they observe the patron behavior policy.
- Train schedules can be printed or looked up, with a few paper copies available at desk. Stamps can be provided on occasion or patrons can go to Walgreen's.
- A compliment was received with thanks and will be shared with staff
- First-person shooter games are against current philosophy, are blocked on computers.
- Noise in afternoons from teens hanging out was noted. Ms. Carlini wondered how library can take advantage of the fact that kids are coming to the library to find a haven. A teen room orientation was discussed, where use is a privilege. Director has observed more kids coming into library and studying at carrels since he started. Room would need 100% staffing if allowed to be a place to hang out. Only certain kids cause trouble.
- To a question about fewer books for sale, director stated that weeding is mostly complete and no large donations have come in. Additionally director wishes to limit donations during renovations for space reasons. Director will email staff on modified donation policy and copy board.

**Ms. Van Arsdale arrived at 7:30 pm**

Two suggestions related to personnel were reviewed by the board and the Personnel committee will address these in director's evaluation (scheduled Thursday May 28).

**President's Report**

- The President reported that a draft for the city newsletter was emailed to the board, suggestions received, the segment submitted today, and it will be published June 1.
- President will attend Highwood Historical Society annual dinner this Wednesday.
- Red Headed Festival will take place June 6-7. Activities will be at City Hall, so will not impact library facilities much.
- President's annual report draft was posted to shared drive and board is encouraged to review and provide feedback.

**Secretary's Report**

Ms. Hospodarsky moved to approve corrected regular meeting minutes of April 20, 2015 and corrected special meeting minutes of April 27, 2015. Ms. Van Arsdale seconded, and the motion carried unanimously.

### **Communication**

Ms. Hospodarsky received communications from staff responding to survey question from staff meeting.

The library received a letter concerning Demco periodical subscription.

### **Treasurer's Report**

Ms. Loreda reviewed the April financials and May invoices, with reports as cash and accrual bases. Finance committee will review Accrual report as of April 20, and when final, will be submitted for audit. Questions should be submitted by June 1.

- IMET question: checks coming in are going to convenience account, but board expects those recovered funds to be returned to investment account. Convenience account is petty cash with a targeted amount. Incoming funds should go into General Fund. Director will find out how to make deposits into IL Funds and IMET. Monies from liquidating trust will be returned to original accounts (10216 and 10221). PPRT income should be transferred into General Fund and directed there in the future.
- Donation check from Kraft Foods arrived
- IMET holds reserve fund. Before June meeting Finance committee will discuss pulling money from reserves to cover payroll until taxes arrive in June.

Ms. Hospodarsky moved to approve the May 2015 invoices presented in the check register. Ms. Lenzini seconded and the motion carried unanimously.

### **Librarian's Report**

The director provided his report and reviewed some items:

- Staff was offered attendance at Reaching Forward conference
- WPDI program presented to staff and this will be built on at regular staff meetings
- Ms. San Ramon represented library at Oak Terrace reading night.
- With a staff person resigning for scheduling reasons the director is looking at scheduling and staffing.
- Vandalism to the library furniture was reported.
- RAILS survey on overlay catalog is complete
- Signed copy of contract grant, and press release, was received. Press release will be used when bid package is complete, and open house scheduled. President will create an article for media.
- Engineer reviewed and will make a proposal for new HVAC system.
- Computer rotation begun this month.
- Two proposals were received for handyman to install glass in director's office, one for room divided into two. Director will review.
- There was discussion on whether HVAC renovation would be part of RFP in East Building renovation.
- Three Brothers Theater programming was not free as originally thought. Director will contact the city to see about scheduling park for outdoor theater.

**Committee Reports:**

**Building and Grounds**

Committee is investigating moving bike rack to front of library and relocating bushes to building side. There was discussion on landscaping for front pots.

**Finance**

Committee will meet and will also confirm budget for website.

**Personnel**

Committee will meet May 26 in preparation for May 28 evaluation.

**Policy**

Annual report completed and posted – no meetings in past year.

**Renovations**

Committee needs to meet soon for finishes discussion so it can be part of bid packet. Ms. Carlini will join committee.

**Technology**

Annual report was posted for board to review.

**New Business**

The board discussed the content of the upcoming staff meeting of June 6. Breakfast will start at 7:30 am and meeting will begin at 8 am.

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

**Meeting adjourned at 9:31 pm.**

Next regular board meeting will be Monday, June 15, 2015.