

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

Present—Trustees: Bertha Chavez, Lucy Hospodarsky, Laurie Lenzini, Nora Loreda, Catherine Regalado

John Mitchell, Director; Kay Kelly, staff

Absent: Elizabeth Van Arsdale (listening by phone)

Meeting called to order at 7:18 pm.

Public Comments

- Ms. Kelly reminded about her desire to renovate bathrooms soon, she felt the most visible improvement that could be made.
- Suggestion box comment was reviewed. Board would like an outdoor drive through drop box, but it's very expensive to buy at ~\$4000. Current box could be moved to near parking lot. City could move trash can to front of library instead of removing it for winter plowing.
- Ms. Chavez raised a concern about how heavy furniture is for staff to move after programs. The director has considered folding chairs and tables.
- New procedure for suggestion box – director will read suggestions a week before meeting and come to board meeting with recommendations.

President's Report

- Highwood Historical Society met on 11/14 and accepted library's temporary space offer. They asked if library could take items without a contract because of timing. The president drafted a contract and asked board to consider allowing HHS to move curio cabinets only, with this document signed. Director is redesigning adult room without these curio cabinets in design. Board concluded that president's draft will be given to HHS lawyer to provide major start, and library lawyer offered 2 day turnaround on review. HHS can prepare the space now, first moving bookshelves, by scheduling through director.
- President will refer potential Bible donor to existing gift donation form and gift policy which has been on shared drive.
- President and treasurer attended Nov 5 City Council meeting Nov 5 for tax levy and will attend again 11/19. PPRT may be higher than in budget.
- President wrote thank you letters to book donors Ms. Kleiman, Ms. Farley, and IC Parish.
- President and Ms. Chavez were present when children's room carpet was laid.

Secretary's Report

Ms. Hospodarsky moved to approve minutes from the October 21, 2013 regular meeting, October 30, 2013 special meeting, and October 21, 2013 executive session. Ms. Loreda seconded, and the motion carried unanimously.

Treasurer's Report

There was discussion on the financial reports at the meeting.

- Printer cartridges will be moved to office supplies line

- Carpet installation and shelf work will be recategorized to renovations, and dumpster to special projects.
- Director still needs to be shown how to get fax income.
- Question on where is rest of year's website charge
- Automatic withdrawal for copier expense will be arranged. Billing should not have short turnaround time and director will ask for credit on late fees.
- A small amount of Discover grant has been spent so far. Technology is over budget because of PC Reservation purchase in this FY.
- Director will contact US Bank / Illinois Funds to close Endowment Fund and ensure Ori Fund closed, and check on minimum balance for Fundraising account before month end.
- Property tax income is \$4000 less than budgeted; also have new staff IMRF expense.
- Mr. Knutson will renew Quickbooks.
- Director still needs to review Demco periodicals list on invoice to finish periodicals.

Ms. Hospodarsky moved to approve the October 2013 bills on check detail, Ms. Lenzini seconded and the motion carried unanimously.

Librarian's Report

Mr. Mitchell circulated a report to board.

- Discussed constant visitor count, decrease in first person gaming kids compensated by adults
- Cancelled auto-report appraisal, but as more than 10 years old, need new one after renovation
- Plan to build up non-fiction collection with B&T credit
- Magic show had strong attendance
- Highwood Historical Society visited space
- Backup phone line upgraded
- "Video games" in expense detail is an error

Committee Reports

Building and Grounds: Ms. Lenzini reported that Mr. Mahoney will visit and advise on utility sink removal. Hand dryers may be an investment if they can be moved to new renovation bathrooms and if electrical work is reasonable cost. Hot water heater will also be investigated, with all information by next meeting.

Personnel: Committee met with director to conduct one year evaluation. Communication expectations regarding cell phone and email, and responsibility of calling committee meetings were noted. New board members and committee composition were discussed.

New Business

After discussion, Ms. Hospodarsky moved to approve the 2014 Calendar of Library closure dates. Ms. Regalado seconded and the motion carried unanimously. Calendar will be posted.

Ms. Hospodarsky reviewed the process and considerations for qualified bidding for architectural and engineering services. One needed component is architect checks versus blueprints. The board reviewed the FGM proposal for services related to the east building space, and compared with the original renovations proposal. Because of firm's turnaround time, this would not be complete for Live and Learn Grant. Board had some questions, including who is responsible for identifying General Contractors, and will send additional questions to president and director for FGM. Original study didn't look at mechanical units (RTU, HVAC) and preference is to have those incorporated in the project. Ms. Kelly noted not all printed renderings from the first FGM phase were received; this is an opportunity to complete that.

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

Meeting adjourned at 10:20 pm

Next regular board meeting is scheduled for Monday, December 16, 2013.