

**Highwood Public Library Board of Trustees Meeting
December 19, 2011**

Present—Trustees: Sue Atkins, Jaime Barraza, Bertha Chavez, Mark Frye, Lucy Hospodarsky, Nora Loredo, Catherine Regalado; Ferguson Mills, Staff Liaison; Jason Hilkovitch, staff

Absent: Alison Aldrich, Laurie Lenzini

Meeting called to order at 7:12 pm.

Mr. Barraza let the board know that work, school, and family commitments necessitate his resignation. Mr. Barraza left the meeting.

Public Comments

Mr. Hilkovitch provided an update on My Media Mall, which has been operational since December 1. There were logon issues with barcodes initially but website has been updated with instructions. MMM is intended for home use or portable devices. Staff may benefit from having a designated MyMediaMall computer in the library for downloads, and tablets and MP3 players to demonstrate to patrons. An instructional video is a possibility. Ms. Shelley will work on this in January. Mr. Frye noted increased MMM publicity beyond website is needed.

President's Report

- Ms. Hospodarsky reported that the tax levy request packet was sent to the mayor on 11/29. Ms. Hospodarsky met with the mayor on 12/3.
- President and several board members attended the 12/6 city council meeting where city council approved tax levy. \$223,000 was given to library for levy, with mayor and liaison advocating.
- Mary Tondi is assisting with cookbooks consignment sale at area businesses, and cookbooks are at city hall.
- Ancel & Glick were contacted regarding estimated ongoing compliance fee costs and president will request A&G to remove us from certain compliance prompts
- Staff meeting was held regarding book purchasing process, and book re-categorization for budget is ongoing by Ms. Niles back to May.
- A 12/14 city council COW meeting topic was library district referendum; council agreed it was premature
- Ms. Hospodarsky gave interview at Better Government Association's request

Secretary's Report

The board reviewed the minutes from previous meetings. Mr. Frye moved to approve regular meeting minutes from November 21 and special meeting minutes from December 1, 2011. Ms. Loredo seconded and the motion carried unanimously.

Communication

None

Treasurer's Report

Ms. Hospodarsky moved to approve November 2011 bills, Ms. Atkins seconded, and the motion carried unanimously. For next meeting the treasurer will prepare a list of bills she has reviewed, and following approval, will sign checks.

Ms. Loreda has recommended depositing directly into the general fund rather than convenience account. Cookbook sales should be deposited into Fundraising account.

Ms. Hospodarsky moved to approve the Treasurer's report/balance sheet with a note in the P&L statement that materials subcategory allocations are being reworked. Mr. Frye seconded, and the motion carried unanimously.

Reporting to City: Ms. Zabinski has requested a copy of check register. Ms. Niles emails the monthly financial package to the city. There was discussion that Ms. Niles should email this to Ms. Loreda first, and Ms. Niles should extract current FY annual budget, to be sent to president and treasurer, and then posted to the website.

Librarian's Report

Ms. Hospodarsky reported on a programming possibility, K9 Reading Buddies of the North Shore program, at no cost, for elementary school children Thursdays after school. A volunteer is needed for 90 minutes once a week to attend, and help is also needed for child enrollment. Ms. Chavez offered to call families as reminder. Oak Terrace could help identify good candidates for program. It is a 3 month program starting in February, with target of 4 new children every week. Ms. Soldano is a prospective volunteer.

Committee Reports

Policy Committee

Ms. Regalado reported on recent policy committee meeting. She noted committee needs a posting location even before renovation for key public-facing policies like unattended children and behavior policies. Ms. Shelley will be made aware.

Technology Committee

Mr. Frye noted that Tech committee did not meet. Mr. Knutson's updates are that VPN access from home computers will be limited to computers that meet a list of security requirements he will draw up. Cisco is working with Mr. Knutson to figure out a problem with VPN. Mr. Frye will follow up on server shares.

Finance Committee

Committee will meet in the new year.

Buildings and Grounds Committee

Beck's installed the new furnace on Friday.

Renovations Committee

Committee needs to meet and recruit new members.

Search Committee is on hold.

Ms. Hospodarsky talked about needs for strategic plan prior to recruiting director.

Unfinished Business

Library lighting options with time-sensitive DCEO Lighting Retrofit Project, subject to 75% underwriting grant, were discussed. Ms. Hospodarsky had researched that in 2007 library lighting was brought up to codes with new ballasts and bulbs. It was noted that an opt-out referendum being considered by city might mean library would have to pay electricity in future.

Ms. Hospodarsky moved to approve an expenditure of up to \$1500 to Twin Supplies for replacement of ballasts and lights in library pending research on cost effectiveness relative to 2007 replacement. Ms. Atkins seconded and the motion carried unanimously.

New Business

Ms. Regalado moved to adopt the 2012 Board Calendar. Ms. Hospodarsky seconded and the motion carried unanimously.

Ms. Regalado moved to adopt the 2012 Library Closing Calendar. Ms. Hospodarsky seconded and the motion carried unanimously. December 26 and January 2 closures will be noted with staff and announced on website and door.

Ms. Regalado moved to table the Record Retention Policy. Mr. Frye seconded and the motion carried unanimously.

Ms. Regalado moved to approve the revised FOIA Policy. Ms. Loredó seconded and the motion carried unanimously.

Mr. Frye moved to enter executive session to discuss personnel and legal items. Ms. Hospodarsky seconded and the motion carried unanimously.

Executive session entered at 9:20 pm

Meeting called back to order at 9:37 pm

Ms. Regalado moved to approve executive session minutes from November 21, 2011 as amended. Ms. Hospodarsky seconded, and the motion carried unanimously.

Ms. Hospodarsky moved and Mr. Frye seconded to adjourn the meeting.

Meeting adjourned at 9:39 pm.