

**Highwood Public Library Board of Trustees Meeting
February 19, 2013**

Present—Trustees: Sue Atkins, Mark Frye, Lucy Hospodarsky, Laurie Lenzini, Nora Loredo, Catherine Regalado; John Mitchell, Director; Kay Kelly, Building and Grounds/Renovations

Absent: Bertha Chavez, Elizabeth Van Arsdale

Meeting called to order at 7:01 pm.

Public Comments

Ms. Kelly volunteers time selling books from donations, so it does not cost the library anything. Recently 30-40 books have been added to the collection, and \$170 made from books sold on consignment. It was noted that this library is not listed on the HPPL listing of book donation recipients, and a connection is needed. There was some discussion of renovations.

Two comments regarding building and grounds from Suggestion Box were considered.

President's Report

- Ms. Hospodarsky attended the Chamber of Commerce annual dinner. Highwood Days format will be changed, moving to Everts Park, affecting parking certain days.
- March meeting will be run by board vice president.
- Small Public Library Management Institute in Springfield in June is an opportunity for the director.

Secretary's Report

Ms. Lenzini moved to approve minutes from the January 21, 2013 regular meeting. Mr. Frye seconded, and the motion carried unanimously.

Communication---

The president sent a condolence letter to Mayor Pecaro on his mother's death on behalf of board and staff. The library was notified that the Live and Learn Grants review is in Springfield February 28th, and recommended to be present to answer questions.

Treasurer's Report

Ms. Loredo and Ms. Hospodarsky reviewed the financial packet with the board. In the December 2012 P&L statement, a monthly accounting fee was added, and December IMRF QuickBooks error fixed. Adjustments to payroll expenses in transition should be minimal moving forward. Balance sheets reconciled with bank reports.

- Konica Minolta does have 2 months insurance to be reimbursed.
- There was a question on staff books from Baker and Taylor account billed to library (Lakin). Ms. Svec will be consulted on tracking and accounting procedure.
- There is no contract currently for Cruz- maintenance services, but director is modifying existing contract for all contractors.

- Finance committee will discuss Quickbooks annual fee in Technology Software, classification of Discover money, and booking accounting services moving forward.
- Ms. Hospodarsky moved to approve check detail report plus additional checks to Baker and Taylor, cleaning contractor, Ms. Atkins. Ms. Atkins seconded, and the motion carried unanimously.
- Ms. Hospodarsky moved to approve financial reports through January 31, 2013, Ms. Atkins seconded, and the motion passed unanimously.

Librarian's Report

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

- There has been lots of focus on programming
 - two visits from St. James classes
 - last children's movie night had 90 attendees (location will shift to Children's Room)--next one is Hotel Transylvania. There were questions on publicity at St. James, Nuestro Center; Ms. Hospodarsky will email director contacts/marketing checklist and staff organizing events should manage publicity.
 - Mad Hatters Group presented to 32 attendees
 - Children's librarians planning activities for National Library Week and summer reading program.
 - Illinois Dieticians program for adults on March 28th.
 - March 101st anniversary of Girl Scouts, will host a program and decorate window.
- Recent staff meeting emphasized procedures.
- Website host has new design template—Mr. Mitchell will discuss with hosting company the timing and format of alterations and mock-up for approval.
- Fines and fees schedule was presented. Kits (children's puzzles) will be non-circulating. Books including CDs need to be considered as a different cataloging type, so fines and fees schedule will be revisited
- Projected payroll surplus uses were discussed.
- Several Discover grant proposed spending options were discussed: Early Literacy stations; software packages placed on library hardware; ELF browser site license. Librarians would have to work with kids to drive usage, or use incentives via summer reading program, or get buy-in from schools. ELF browser could be put on 6 study computers. Chromebooks option was discussed—existing computers are all in use, but by game players. Authentication software could monitor computer time usage. Director would like to make library an educational destination.
- Credit card for library use discussed.
- Back room has been cleared out in preparation for renovations
- Proposed disposal list was shared. Disposal of old/not-working electronic equipment was already approved by tech committee and will be recycled. A city dumpster may be needed for other obsolete/broken items no longer of value to library. Plate glass haul away cost will be estimated. Playhouse should be moved back from city storage to library.

Ms. Atkins left the meeting at 9:51 pm

Committee Reports

Renovations Committee

Ms. Hospodarsky will start draft of website update.

Finance Committee

Ms. Loreda and Ms. Hospodarsky reported on review of accounts in QuickBooks, new categories, with grants and donations categories staying as they are. A lockable finance file cabinet, the Illinois Fund, and account consolidation were discussed.

Personnel Committee: will meet next Tuesday

Policy Committee:

Ms. Regalado reported on recent meeting and described changes to policies proposed under New Business. Fines and Fees schedule previous discussion indicated more research and staff input was needed on this policy.

Technology Committee: will be meeting soon

New Business

- Ms. Hospodarsky moved to table approval of Fines and Fees Policy. Mr. Frye seconded and motion carried unanimously.
- Ms. Hospodarsky moved to approve updated FOIA Policy, Computer Use Policy, Patron Copyright Policy, Use of Library Space and Equipment Policy, and Posting of Materials Policy. Ms. Lenzini seconded and the motion carried unanimously.
- The city manager was contacted and old city ordinances will be returned to City Hall. Ms. Hospodarsky moved and Ms. Loreda seconded to approve returning city ordinance files. Motion carried unanimously.
- Ms. Hospodarsky moved to approve disposal of all items on list of February 13, 2013 with exception of Borders shelf components and items in storage at city garage. Ms. Lenzini seconded and the motion carried unanimously.
- Ms. Regalado moved to approve the FY 2013 board meeting calendar, Ms. Hospodarsky seconded and the motion carried unanimously.
- Mr. Mitchell will apply to program to attend Small Public Library Management Institute sponsored by Illinois State Library, June 2-7 in Springfield.
- The director will be reimbursed for travel expenses to attend Live and Learn Grant review February 28.

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

Meeting adjourned at 10:20 pm

Next regular board meeting is Monday, March 18, 2013