

**Highwood Public Library Board of Trustees Meeting  
March 19, 2012**

Present—Trustees: Sue Atkins, Bertha Chavez, Mark Frye, Lucy Hospodarsky, Laurie Lenzini, Nora Loredo, Catherine Regalado; Ferguson Mills, Staff Liaison; Kay Kelly, Building and Grounds/Renovations

**Meeting called to order at 7:04 pm.**

**Public Comments**

Recent suggestion box comments were reviewed. Library opening hours and drying towels in bathrooms were mentioned. Prior to renovation, to prevent plumbing issues, handwipes will be made more prominent and people could be encouraged to use handicapped bathroom. B&G will address changing locks on handicapped bathroom. Volume of staff conversations will be addressed regularly at staff meetings.

**President's Report**

- Volunteers: Ms. Soldano has returned and is assisting in book processing. With defined projects it will be easier to recruit volunteers and regularly schedule them.
- Almost all of board has completed OMA training.
- Additional volunteer supported Ms. Niles for Quickbooks training. A tutorial package is approved for further training.
- Ms. Lenzini has posted director search advertisement on ILA and is in the process of posting with RAILS. Board members can forward advertisement to other library contacts.
- Ms. Shelley has been thanked for her volunteer contributions.

**Secretary's Report**

The board reviewed the minutes from the previous meeting. Ms. Hospodarsky moved to approve regular meeting minutes from February 20, 2012. Mr. Frye seconded and the motion carried unanimously.

**Staff Liaison Report**

Mr. Mills reports staff are very interested in new hours. Ms. Doyle will be returning soon.

**Treasurer's Report**

Ms. Loredo presented March 2012 invoices. Brodart bill was clarified, should be recut/charged to next fiscal year. Junior Library Guild is also an annual fee for children's books. Goal is to pay these vendors only once in each fiscal year. Mr. Knutson charge was reimbursement for supplies. In future those will be brought to tech committee first. Payables will be booked moving forward.

Ms. Hospodarsky moved to approve unpaid bills to current except for Brodart and Junior Library Guild to ensure they are not being paid in same fiscal year. Ms. Lenzini seconded and the motion carried unanimously.

Ms. Hospodarsky asked for further clarification on \$200 Quickbooks adjustment for Balance Sheet. This had been entered into Quickbooks as erroneous duplicate. Ms. Hospodarsky moved to approve the P&L, Balance Sheet and check register as of February 29, 2012. Ms. Lenzini seconded, and the motion carried unanimously.

### **Librarian's Report**

Statistical report was run and will be forwarded to president in future months.

### **Committee Reports**

Policy: will meet April 2, 8 pm.

Technology: Mr. Knutson updated that most staff systems have been migrated to Windows7. He is working on new VPN system and board will be emailed directions. Subdomain redirect will be requested from website vendor. He plans to migrate patron computers to Windows7 and implement print management server. For print server vendor options, existing clients will be surveyed; Biblionix owner also provided opinion. Latest Apollo upload seems to be OK, so now waiting on physical inventory. Mr. Knutson has applied to E-rate for subsidized telephone and internet service for qualifying libraries.

Building and Grounds: Ms. Lenzini reported on recent committee meeting. Handyman worked well. Irrigation system will be on hold. Duct cleaning will be done next year, hasn't been done in past but will be on 3 year schedule. Bathroom electric hand dryers are too expensive because of wiring needed, especially pre-renovation. Landscaping bids are in process.

Renovations: Committee has met with FGM Architects, formerly SRBL. New proposal dated March 19 details master plan study and committee will review. This will include accessibility issues not included before. It also includes a brainstorming session with the board, four staff meetings, and one meeting with the public. The plan would be sufficient for grant applications. This proposal does not include future phases, to allow for prioritization. Renovations committee will review agreement.

Ms. Hospodarsky moved to enter executive session to discuss personnel matters. Ms. Atkins seconded and the motion carried unanimously.

**Executive session entered at 8:45 pm**

**Meeting called back to order at 9:01 pm**

Finance: Committee drafted FY13 budget and reviewed with board.

- Sewer repair currently in Operations, could be considered in Renovations.
- New category for Renovation Expenses. Finance committee will consider amount of reserves to keep and what can be spent on renovations.
- Options A, B, C to consider for operating hours, salary, and maintenance and how they can be funded given tax levy passed by city. Board agreed to Option B, opening at 12 pm and open library summer Fridays. Financing a special project

to direct physical inventory was discussed but decided against. To accommodate clubs meeting in morning, a staff member will open those days only.

- Having volunteers from pool could augment morning hour staffing
- A professional should document single cataloging procedure for all staff to use. Board should consider timing of renovations, director hiring, and new ILS
- Ms. Hospodarsky will alert Ms. Linari of new budget and implications for hours.
- Breakdown of book purchasing budgets will not be as detailed.
- Payroll expenses will be moved to Payroll and Salary from Miscellaneous Expenses.

### **New Business**

Ms. Hospodarsky moved to change library hours to open at 12 pm Monday through Thursday, but to open Friday 12-5 during School District 112 summer break. Change of hours will commence May 1 and public will be notified Ms. Atkins seconded and the motion carried unanimously.

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

**Meeting adjourned at 9:39 pm**