

**Highwood Public Library Board of Trustees Meeting
May 19, 2014**

Present—Trustees: Lucy Hospodarsky, Laurie Lenzini, Nora Loreda, ,
Elizabeth Van Arsdale; John Mitchell, Director

Bertha Chavez joined at 7:17pm

Absent: Catherine Regalado

Meeting called to order at 7:09 pm.

Public Comments

- Suggestion box – One item: Could we subscribe to the NY Times – either everyday, weekend, Sunday, or digitally?

The NYT website lists a price of \$430 for an annual subscription. John sent an email to the NYT requesting a lower rate for libraries. Our Zinio subscription came in under budget, leaving us with \$215 dollars. The Board has decided to use that money for a NYT subscription. Mr. Mitchell will subscribe to the newspaper for 6 months as a trial. Ms. Hospodarsky would like to come up with a way to keep a log of the NYT readers to determine if cost justify demand. When we do a general community survey the patrons we should include magazines, in an effort to ascertain which magazines and newspapers are most used and enjoyed. Mr. Mitchell will create a form to obtain feedback from the patrons.

President's Report

- City of Highwood Landscaping Contract. The city has received one bid for the contract. The city will likely decline this bid and will continue to have the city's crews manage the landscaping. Board members have volunteered to plant the two planters out front.
- Re-appointment of three trustees for new 3 year terms. Ms. Chavez, Ms. Lenzini, and Ms. Loreda were reappointed by Mayor Pecaro at the City Council meeting on May 6th.
- The regularly scheduled June 16th Board meeting needs to be changed due to a lack of a quorum. June's meeting has been changed to Wednesday June 18th. This meeting date will be an inconvenience for Mr Mitchell and the Board wants to thank John for accommodating the board.
- Wrap up meeting scheduled with Workplace Professional Development Institute. Ms. Hospodarsky is meeting with them on Friday for a review of their contributions and she will report back to the board next meeting.
- Ms. Hospodarsky has a meeting with a new volunteer on May 31st.
- In the recent Fort Sheridan newsletter, Ms. Hospodarsky promoted the need for new trustees, mentioned that renovations of the east building are being contemplated, and finally the addition of Zinio for patron's use. Alderman Peterson also sent out an email expressing a need for additional trustees to his constituents.
- IPLAR is due June 30th. Ms. Hospodarsky requested a draft from Mr. Mitchell by May 29th.
- The Per Capita Grant has new requirements. The Board will go over Chapter 7 of Serving Our Public at a future board meeting. One member of staff must attend a course through RAILS to fulfill the Education and Training requirement. Ms. Van Arsdale fulfilled the requirement of one Board member watching the EDGE webinar.
- Ms. Hospodarsky will be meeting with Zabinski Consulting to review a new contract for accounting services.

Secretary's Report

Ms. Hospodarsky moved to approve both the regular meeting minutes from April 21, 2014 and the special meeting minutes from May 13, 2014. Ms. Lenzini seconded and the motion carried unanimously.

Treasurer's Report

The board reviewed April financials and some details:

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- Staff salaries were higher this month due to staff coming in on Fridays to help with the weeding project, which was very labor intensive, as it had not been done to this extent in years. Staff also came in this month for staff meetings that included the training sessions.
- Ms. Hospodarsky noticed that 2 separate checks were written to DEMCO for new chairs in the same amount. This was discovered to be a duplication. The second check was voided.

Ms. Hospodarsky moved to approve the April 2014 invoices, except for check # 5375 to Innovation Experts for salary survey pending a review, and #5374 to DEMCO, the duplicate payment for the chairs. Ms. Van Arsdale seconded and the motion carried unanimously.

Finance Committee will schedule a meeting to review the accrual based reports for FY2014. If all the end of year accounting entries have done, the board can review and approve the accrual end of year financials at June meeting.

Librarian's Report

- Mr. Mitchell presented the Director's Annual Report for the fiscal year 2014. The Board is pleased with this well-written and expansive report. The Board is appreciative of all of Mr. Mitchell's efforts.
- Mr. Mitchell believes that WPDI has been invaluable in helping him lead and in the education of the staff. He believes that more money should be allocated for their continuing services.
- The carpeting in the YA area was shampooed. Shampooing will occur every other year.
- Weeding almost done except for oversize books.
- Much time was spent in the last month to balance the budget.
- New 25 hour/week employee Jill Koepke was introduced to the Board.
- Two staff attended the Reaching Forward conference on May 9. Mr. Mitchell will ask the staff members to give a report on their learning to Mr. Mitchell and he will discuss in next staff meeting.

Committee Reports

Policy. Ms. Van Arsdale presented the annual Policy Committee report.

Technology: At the next Staff meeting, the staff will be educated on Kindle and laptop policies. Laptop will have only the children's profile. John signed the library up for The Edge via RAILS. Catherine Regalado will take over committee chair. Mark Frye will stay on the committee. Technology's annual report will be presented next month.

Finance: Annual report will be presented next month.

Building and Grounds. Ms. Lenzini will give annual report next month.

Personnel: Annual report will be presented next month.

Old Business

a. Discussion of renovations and architects/General Contractors. John will meet with the local architectural firm FWC next week. Ms. Van Arsdale has left messages with the firm of Becker Architects in Highland Park, but has not received a return call.

New Business

a. To fulfil the annual requirement, the Board discussed and decided to continue its current policy and will not issue non-resident cards. There is no unincorporated area in Highwood or at its immediate border.

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

Meeting adjourned at 9:51 pm.

Next regular board meeting is scheduled for Monday June 18, 2014.