

**Highwood Public Library Board of Trustees Monthly Meeting
April 20, 2015**

Present—Trustees: Lucy Hospodarsky, Laurie Lenzini, Nora Loredo, Catherine Regalado, Elizabeth Van Arsdale; John Mitchell, Director;
Absent: Bertha Chavez

Ms. Hospodarsky called the meeting to order at 7:00 pm.

Public Comments

Prospective trustee Maribeth Carlini introduced herself. Her application will be voted on by city council tomorrow night. She is interested in helping on any committees where needed, and Renovations has a need.

Suggestion box comments were addressed in director's report. The director still needs to follow up with children's librarian on Three Brothers Theater, Waukegan, offer to present free programs.

President's Report

Ms. Hospodarsky reported she will represent Dr. Carlini at 4/21 City Council meeting. She formally announced the awarding of the Live and Learn Grant of \$50,000 and notified city council and Rep. Drury. Director will make announcement to staff. The President has met with city manager and director to discuss HR issues. She reviewed preparation for 4/25 staff meeting with theme Mission Possible – presenting mission statement and kicking off next phase of training. The President and city attorney discussed IMET investments, similar to information previously obtained. Board is investigating other options for investments.

Secretary's Report

Ms. Hospodarsky moved to approve regular meeting minutes and executive session minutes of the March 16, 2015 meeting, Ms. Van Arsdale seconded, and the motion carried unanimously.

Communication

The board received several communications:
A letter from the Secretary of State regarding grant award.
A thank you letter from Ms. San Ramon.
A notice from the Chamber of Commerce for Student Luncheon on May 14.
An announcement of the Highwood Historical Society annual dinner and slate of officers.

Treasurer's Report

Ms. Loredo reviewed the March financials and April invoices.
-PPRT money should be paid to library shortly. Ms. Hospodarsky will contact city.

Ms. Chavez arrived at 7:38 pm.

- Accountant and director caught fact that My Media Mall applied another payment to account and never sent a bill; this is being corrected
- Director will check with Viti Insurance on status of performance bond
- In spend status, items should be coming in on those categories where nothing spent yet, such as reference materials for children and periodicals-other.
- Suggest collapsing 55400.1 and 55400.2 into one library supplies category.
- Director will get a generic contract from accountants for contractors' self-insurance.
- There was discussion on closing books after audit and moving any remaining funds to Reserve Fund.
- S&S was coded incorrectly and will be corrected as Programming Supplies Children.
- Mr. Knutson furniture moving second bill date will be corrected to 3/28/15.
- Books on tape and gutter repair were not purchased as there were not sufficient funds left. Buildings and Grounds committee will meet to look at gutter repair, glass window in director office to replace shutter, and regular un-slatted office door.
- Ms. Hospodarsky will investigate plumber to replace faucet in men's bathroom.

Ms. Hospodarsky moved to approve the April 2015 invoices presented in the check register. Ms. Lenzini seconded and the motion carried unanimously.

The board reviewed the FY2016 budget. Ms. Regalado moved to approve the FY2016 budget. Ms. Hospodarsky seconded and the motion carried unanimously. The treasurer will confirm the workbook with the director.

Librarian's Report

The director provided his report and reviewed some items:

- The library has signed up for E-Read. This can be announced in the next city newsletter as offering a bigger selection of online books. Director questions Zinio and MMM renewal.
- Very Smart People program became a staff training session because there was no public attendance.
- The director is interviewing for the children's librarian. The library Facebook page must be updated for reminders on programming.
- Language Stars Spanish storytimes will be continued beyond April because of good turnout.
- A joint program with the Highwood Historical Society is planned.
- The Director is looking for free disposal of surplus furniture.

Committee Reports: None

Old Business

Director review board special meeting is set for Monday April 27, 2015, 7 pm. There is no news on the patron survey.

New Business

The board discussed the Live and Learn Construction Grant project contract. The city attorney has reviewed, and Ms. Van Arsdale discussed some specifics of the contract

with Mr. Schaefer at the state library. The money has been appropriated but might not be paid out until November. Construction should start within 140 days of contract signing. The architect will complete drawings, arrange for engineer to evaluate electrical and mechanical systems, and write up a bid contract. Board wants to ensure rapidity and contained costs. Currently architect is predicting three months to complete bid process. Renovations committee will investigate finishes and materials for bids, and bring recommendation to board. Meeting room floor surface is one consideration. Holes can be made in current wall to help with plans. Architect will forward list of finishes to consider.

Ms. Hospodarsky moved to enter into the Live and Learn Construction Grant Project Agreement. Regalado, Chavez, Loredo, Van Arsdale, Lenzini, Hospodarsky voted Yes in roll call. Motion carried unanimously.

The board briefly discussed the format of the upcoming staff meeting.

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

Meeting adjourned at 10:00 pm.

Next regular board meeting will be Monday, May 18, 2015.