

**Highwood Public Library Board of Trustees Monthly Meeting  
January 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 7:15 pm.**

**Public Comments**

Suggestion box comments were reviewed including positive feedback on atmosphere. An additional comment was received by email to the director regarding need to weed outdated Vista operating system computer books. Director plans to build non-fiction collection after weeding.

**President's Report**

- Live and Learn grant – President expressed great thanks for efforts of Ms. Van Arsdale, Mr. Mitchell, and Mr. Cottrell in submitting the Live and Learn grant application.
- Strategic planning session is needed, and a requirement for per capita grant. February meeting will be moved back to Monday and Ms. Lenzini will run the meeting in Ms. Hospodarsky's absence.
- The president communicated with Ms. Minuzzo, President of the Highwood Historical Society, updating here that the library renovation plan was created and the staff break room takes more of back room than previously realized.
- The president thanked Washington Gardens for the generous discount provided for staff party catering.
- Next city quarterly newsletter content due February 16, to be published March 2.
- Pastificio has sold some additional cookbooks for fundraiser, thanks to Patty Galli.

**Secretary's Report**

Ms. Hospodarsky moved to approve minutes of the December 15, 2014 meeting, Ms. Van Arsdale seconded, and the motion carried unanimously.

**Communication**

The library received several holiday cards.

The library received notice of \$6756.25 per capita grant award for FY2015.

The library received the sign-off letter from the Historical Preservation Agency for the grant application.

**Treasurer's Report**

Ms. Loredo reviewed the December financials and January invoices.

- The miscellaneous charge was explained
- Book/materials orders are planned to be received by end of FY.
- The licensing fee still needs to be prorated once date from bill is determined.

- Director and treasurer will investigate whether Intuit payroll processing fee was budgeted under software before, and consider for next year's budget with assumption of 8% increase.
- Property tax receipts have been very close to expected.
- General admin total is running a bit high.

Ms. Hospodarsky moved to approve the January 2015 invoices presented. Ms. Lenzini seconded and the motion carried unanimously.

### **Librarian's Report**

The director reviewed his report.

- WPDI training: The trainer is meeting with staff individually, which will be followed by report to president. The president, director, and trainer met for a planning session to discuss topics.
- Children's librarian position is still open.
- Certificate of tax exempt status has been filed with county, and RAILS certification has been filed.
- Website is updated for committee content.
- W2 forms have been supplied.
- Volunteers from Congregation BJBE dusted shelves, faced the books, and cleaned the meeting room for King holiday.
- In planning for renovation, need to get shelving out of storage and put into main room. Carpeting options were considered – rolled carpet, or a combination with vinyl panels, or carpet squares, or combination of rolls and carpet squares, plus the carpet asset in city storage. One suggestion was to use the asset and add carpet tiles to high traffic areas. Director is obtaining quotations.
- City water main break didn't impact library.
- Internet was down last week – Comcast changed speed to 0 – this is now corrected.
- My Media Mall was down today. Issue with patron database transfer has now been corrected. Director considering when up for renewal and possibility to switch. Ms. Van Arsdale asked about the eRead program.
- Director received inquiry on database for GALE online courses and is looking into pricing and subscription. Ms. Amidei had inquired because Highwood residents don't have reciprocal privileges for this at other libraries.
- President reminded board about outreach communication and survey as a one-time mailer, wondering if a project for director or volunteer. Director would like questions to be generated by staff and board, then a volunteer could format it. It could also feed into strategic plan. Board will review questions generated by staff at February board meeting.
- Statistics for daily attendance were provided as well as a follow up from previous suggestion box and discussion.

**Committee Reports: None**

**Old Business: None**

**New Business**

Board discussed strategic planning session structure and obtaining staff input. This will help align everyone on priorities, for example renovation focus. Director wants to focus on what library can do best for its size e.g. meeting rooms when complete, fiction, children's programming, computer access.

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

**Meeting adjourned at 8:33 pm.**

Next regular board meeting will be Monday, February 16, 2015 (will not be shifted for holiday) Director will update board meeting calendar.