

**Highwood Public Library Board of Trustees Meeting
May 20, 2013**

Present—Trustees: Bertha Chavez, Lucy Hospodarsky, Laurie Lenzini, Nora Loredo, Catherine Regalado; John Mitchell, Director; Kay Kelly, Staff/Building and Grounds/Renovations

Absent: Elizabeth Van Arsdale

Meeting called to order at 7:15 pm.

Public Comments

Suggestion box comments were reviewed.

- There were multiple comments related to how new books are now displayed. After discussion, director will now have new books extend 1 year, post current NYT and other bestseller list prominently, keep old bestseller lists in a binder; director will notify those who left contact info of the new procedure.
- Collection suggestions were noted.
- Family Network tutoring group made several requests.
- Botanic Garden parking is part of Museum Pass program—the library is now participating although details are still being clarified. A ready-made flyer will be used throughout library and for school publicity if to Ms. Lenzini by 6/3.
- Policy/Tech committees will re-address violent children's games.
- Building and Grounds committee will meet about bathroom paper towel alternatives since bathroom renovation now will not proceed without grant. Explanatory signage should be present in bathrooms.

President's Report

- The President's annual report is on the shared drive. All annual reports will be uploaded to website after review. President will email mayor and city council her annual report.
- June meeting will include officer elections.
- At a meeting with Jane Conway, director of Highland Park Public Library, renovations, master plan, grants, and programming including Spanish book and conversational clubs and high school tech volunteers, were all discussed.
- Ms. Hospodarsky met with Laurie Borman, editor at ALA and resident.
- At the May 7 City Council meeting Ms. Hospodarsky was reappointed to board and thanked non-renewing board members publicly.
- Director's FY14 one-year plan will be discussed in New Business to get board input and then adoption. Vision will be shared with staff at staff meeting.

Secretary's Report

Ms. Lenzini moved to approve minutes from the April 15, 2013 regular meeting. Ms. Loredo seconded, and the motion carried unanimously.

Librarian's Report

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

- 1 year plan includes shelving and carpeting and relocation of YA computers.
- Children's programming for National Library Week was well attended, averaging 20 people.
- Recent staff meeting covered procedures and delegation of management when director not present.
- Statistics collection was discussed.
- AWE children's software is being trialed to help make decision. There were suggestions to include typing lessons/games, and to advertise what is available.
- Display window has been done by Historical Society; Will have Chamber of Commerce and advertise summer reading program.
- Sophie described planned summer reading program in response to questions. It will start the first week of June and use the ILA theme Have Book Will Travel. There will be a kickoff event, one in summer, and one at end. Books can be logged online or by paper.
- Library authentication software will allow patrons to log into computers via library cards without staff logging them on. Administration can be done several ways. A new server was also obtained.
- Director's annual report was highlighted as well. Staff training is a focus. Statistics are being collected (counter checked hourly for now) and should be uploaded to shared drive in new folder.
- Projector and sound system were purchased for programming.

Treasurer's Report

Ms. Loreda addressed questions on the report.

- Minolta copier late fee is puzzling; director thought this was straightened out, and time period was extended before. This will be looked into again. This vendor could be set up to be paid automatically as recurring.
- Board packet timing with accountant biweekly visits will be reviewed.
- Line 13000 includes prepaid expenses for conferences
- Cleaning services contractor requested including hours worked on line item
- Fed Ex freight fee was paying for redelivery because delivery was attempted when library closed Friday. In future appointment will be requested.
- Document destruction fees for were for patron documents; no library records were destroyed but timing on this service should be addressed so used only when needed.
- Late submitted IT expenses will be accrued to FY13. In the future contractor will bill monthly.
- Membership fees in both March and April were for Chamber and ALA.
- Movie night expenses and reimbursement will be checked and descriptions for Jan, Feb, Mar changed.
- There has been difficulty with changing convenience account still in former bookkeeper's name. Overdraft fee situation shouldn't reoccur.
- Charter or articles of incorporation have been requested by Bank of Highwood/Fort Sheridan. Ms. Zabinski drafted a resolution for city council to facilitate this.

Ms. Hospodarsky moved to approve the April 2013 financial packet. Ms. Regalado seconded and the motion passed unanimously. Ms. Hospodarsky moved to approve May 2013 invoices, Ms. Regalado seconded, and the motion passed unanimously.

Committee reports

Building and Grounds Committee

Ms. Lenzini reported, with Ms. Kelly adding information.

- Sealcoating on children's room will be by original vendor to ensure guarantee.
- Outside plans for water barrel, landscaping, and grass improvements. Will consolidate to single bookdrop.
- Mr. Mitchell described thoughts and results of research on carpet/bookshelf renovation. Quotes were obtained for carpet installation. For carpet installation library is responsible for moving books in all cases, and could be responsible for clearing furniture. He recommends library be responsible for breaking down existing shelves and having new shelves ready to move in, for children's room.
- There was discussion on the order of renovating children's room versus main/adult room. The director is not sure there are enough bookshelves for adult room and wants to do the children's room first as a test area. Weeding does not need to be done in Children's Room as librarians have been doing over time.
- There was discussion on known number of Borders-purchased bookshelves.
- Recent history of bathroom plumbing and how to address was discussed.
- The group discussed needing to retain matching funds for grant reapplication. Surplus funds from FY13 (minus furnace and pipe) were calculated and deemed usable for carpet/bookshelf renovation. Two volunteers would be used as well.
- FGM master plan for Children's room included removing closet and incorporating it as public space. Board was in favor of following master plan but director prefers to keep closet space in children's room. Garage storage room has always been intended solely for storage, and staff will be asked if that could work for all but daily needed items. There was discussion of obtaining estimates for taking down storage area walls, ductwork, preparing walls for shelves, and incorporation into children's room.

Group toured children's room closet and back storage. As more information and detail is needed for the plans, a special meeting will be held May 30th to discuss library renovation further.

Finance Committee

FY14 budget for everyone to review. Account numbering will be revisited for more granular detail, can be collapsed for different reports. The Treasurer was concerned about how much extra work this would be. Good estimates were used for various budget categories.

Personnel Committee

The committee completed the Director's 90 day review. Staff evaluations will begin shortly. Raises have been communicated and are effective May 1. Year end report will be submitted.

Technology Committee

Mr. Mitchell reported on new licenses and approval of projector, sound system, and Dell hardware. Whiteboard may be used as a projector screen

Old Business

Amended FY14 budget was discussed, and new accounting system.

- Licensing fee includes print server.
- Accounting for materials in 2 different lines--62001 and 61000—was explained. Different detail levels of reporting can be done but all would roll up into Materials.
- Expenses for ILA processing donation checks and Foundation expenses are not accounted for.
- Approved budget will be provided to the city in June.

Ms. Hospodarsky moved to approve amended FY14 budget as final budget. Ms. Lenzini seconded and the motion carried unanimously.

New Business

- Summer hours remain the same as last summer. Sunday before Memorial Day will be last Sunday open—then will change to Friday 12-5.
- First Monday of month will be reserved for committee meetings.
- The board discussed the one year plan. There was concern about target dates, ambitious goals, prioritizing, and realistically estimating time needed to accomplish items. Plan approval was tabled. Board will send President thoughts and priorities for her to pull together and share for a revision.
- All trustees will stay on same committees. Elizabeth Van Arsdale is appointed to Policy and Technology committees.
- Family Network tutoring requests and director recommendations were discussed. Tutoring M/W 2-4 pm will continue in the summer. Materials storage is not possible with planned renovation work. Extra seating can be brought out for parents. Cart will be provided for materials during the session to free up table. Group may also use the white board. If YA computers can't be used, group can use 4 computers in YA room and check out laptop/tablet computers as well. Software cannot be loaded on the computers. Director will get clarification on what is meant by identifying library materials, and connect tutoring leads with children's librarians.
- Cookbook marketing planning was tabled.
- Board meeting schedules for summer and vacation were discussed with need for quorum.

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

Meeting adjourned at 11:44 pm

Next regular board meeting is Monday, June 17, 2013