

**Highwood Public Library Board of Trustees Monthly Meeting
October 20, 2014**

Present—Trustees: Bertha Chavez, Lucy Hospodarsky, Laurie Lenzini, Nora Loredo, Catherine Regalado, Elizabeth Van Arsdale; John Mitchell, Director
Ms. Hospodarsky called the meeting to order at 7:07 pm.

Public Comments

The suggestion box comments and director's responses were reviewed.

- Ms. Hospodarsky followed up with Ms. Mazzetta on concern about patron behavior. She showed her the Unattended Children and Patron Behavior policies. Adults need to be directly responsible for children. Staff will be reminded to enforce policy as well. Toys may be donated for use with children attending during adult programs.
- Ms. Chavez will follow up on last month's comment on tip jar.

Note that library internet shuts off at closing time per change by tech consultant.

President's Report

- City newsletter available at front desk, 1 copy per family without internet, as needed.
- Director and President met with WDPI regarding staff development and summary documents. WDPI presented proposal for continued training of director and staff of \$4590. There was discussion on impacts of the training.
- President met with new city manager and fire chief prior to Pumpkin Fest, and will have a formal meeting later for outstanding items.
- President participated in District 113 Leadership Search Focus Group.
- Submission for city newsletter is Nov 19th – president will solicit ideas from board—and will include call for new board members, Highwood architect hiring.
- There will be an inaugural holiday party with staff and board to foster interaction.
- Director and President met with representatives of Highwood Historical Society. Their needs can be shared with architect to see if he has some ideas. Director feels display cases can be incorporated into adult space.

Secretary's Report

Ms. Hospodarsky moved to approve amended meeting minutes from September 15, 2014. Ms. Loredo seconded and the motion passed unanimously.

Treasurer's Report

Ms. Loredo and Mr. Mitchell reviewed the September financials and October invoices.

- Vacuum purchase will go to equipment, not supplies
- Accountant will add memo line to reflect what furniture was purchased from the various libraries under those moving-related charges.
- President noted that that property tax revenues are currently under budget – just 97% of expected has been collected.

Ms. Hospodarsky moved to approve the October 2014 invoices presented. Ms. Lenzini seconded and the motion carried unanimously.

The Finance Committee met to review FY2014 financials. They noted \$4700 was not spent from budgeted funds. Surplus from end of year had to be moved into Reserves before audit started if it was to be saved. Line 24100 Deferred Revenue Per Capita will be spent in FY2015. "Due to/from City of Highwood" is a balancing line from 2011/2012 after the audit. This has been on the books for several years because the city never provided any documentation or details on what amount represents when the journal entry was originally entered. Therefore it will stay on the books for library. The audit had no comments or suggestions for the library portion – kudos given to the Treasurer.

Ms. Hospodarsky moved to approve the FY2014 Final Audited Financials. Ms. Lenzini seconded and the motion carried unanimously.

The Director has drafted the FY16 budget for tax levy, due October 31 to city. The Finance Committee will meet and the board will have a special meeting on October 30th at 7:30 pm. The Director will enter draft budget into a worksheet to work with Treasurer, then Finance Committee will meet to review.

Librarian's Report

The director highlighted some items in provided report:

- City inspector and fire department made suggestions for usable meeting room. Suggestions were acted on and taken one step further. Second inside door was modified for easier opening. Hallways were cleared. Other internal doors were modified. An emergency push bar and better alarm system will be on YA exterior door. A door was moved so there is a locked door to the storage area now. Fire extinguishers were replaced. Fire chief is working on occupancy calculation for an old building. City inspector gave unofficial opinion that maximum would be greater than 50. Director will reach out to fire chief if calculation not provided shortly to ensure November author event.
- Live and Learn Construction Grant webinar available as a recording. Ms. Van Arsdale will review for Renovations committee.
- Pumpkin Fest generally went well, though director would need to review supervision of room if a similar event occurs in future. There was not high usage.
- Two new staff members to be hired to replace two employees who departed for full time positions.
- The story time was a big hit at the school reading night. Ms. Mendoza did a very good job and attendance at library storytime has increased as a result.
- Carpet cleaner worked well but there is suspicion that strollers help make it dirty. Cleaning could be implemented on a regular basis.
- Food and beverage sign was temporary for Pumpkin Fest, will be removed.
- President and board thanked director for recent intensive efforts on many deadlines coming all at once.
- Library will participate in LACONI salary survey again this year.
- Director attended HR Management Institute Onboarding program.

Committee Reports

Building and Grounds

Hooks still to be installed for bathroom – could be over-the-door.

Finance Committee

The committee met and reviewed FY14 financials as already discussed. Ms. Loredó prepared comments for board which will serve as notes.

Policy Committee

Director attended and President reviewed OMA webinar. It is recommended not to hold meetings unless quorum present. Email practices were discussed. Public comment procedure should have a policy – committee will meet in the next few months for this.

Renovations Committee

Working meeting scheduled with architect for Nov 3rd.

Technology Committee

Key points from last meeting were reviewed. There is still some Discover grant money to spend on software, and minimal hardware investment will be needed for meeting room renovation. Libdata database has been corrected. Catalog access via website has been improved by avoiding pop-up windows. Login profile approach will be explored for AWE computers. Director still to contact website manager for adding committee minutes location. There was discussion of staff website maintenance responsibility. EDGE assessment and Technology Plan were also discussed; committee will work on plan once director provides template.

Old Business

- Carpeting has been moved by City to their storage. City has some interest in the carpet. Committee is meeting with architect on East Building.

New Business

Ms. Hospodarsky moved to approve WDPI proposal to continue staff, director, and board training, Ms. Van Arsdale seconded, and the motion carried unanimously.

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

Meeting adjourned at 9:46 pm.

Next regular board meeting will be November 17, 2014.