

**Highwood Public Library Board of Trustees Meeting  
November 21, 2011**

Present—Trustees: Alison Aldrich, Sue Atkins, Lucy Hospodarsky, Laurie Lenzini, Nora Loredo, Catherine Regalado; Susan Niles, Office Manager; Sarah Shelley, volunteer; Kay Kelly, Building and Grounds/Renovation; Ferguson Mills, Staff Liaison; Jason Hilkovitch, staff

Absent: Jaime Barraza, Bertha Chavez, Mark Frye

**Meeting called to order at 8:13 pm.**

**Public Comments**

Mr. Mills noted that Ms. Knoepfle has a new part time job and will reduce hours. Though all hours have been covered by other staff, there is need for children's programming and cataloging coverage. Mr. Hilkovitch noted staff has seen significantly increased job-related patron needs. Ms. Aldrich noted written thanks from patrons are helpful. Ms. Kelly added that a photo record is also helpful, and noted regular chess players at library.

**Treasurer's Report**

Ms. Loredo noted questions raised by board and changes made to reviewed report. The finance process was discussed. Checks will be cut once a month. A list of monthly disbursements will be prepared by office manager and sent to Treasurer on Monday for review and inclusion in Thursday's board packet prior to meeting. The city has requested monthly financial statements and list of disbursements.

Mr. Frye arrived at 8:30 pm

It was noted that director had under-budgeted for processing fees, so that category is high. Ms. Hospodarsky moved to approve the October bills, Ms. Aldrich seconded, and the motion carried unanimously. Ms. Hospodarsky moved to approve the balance sheet with understanding that Skrinar and Ghini funds will be moved from General to Endowment account. Ms. Lenzini seconded and the motion carried unanimously.

**President's Report**

- Ms. Hospodarsky reported on her presentation of budget to city council. Ms. Zabinski from city recommended total city levy, and for library specifically \$230,000. City council is aware of sewer repair needs and inability to run with volunteers. Truth in taxation requires public meeting on December 6 where the president will make remarks. A draft letter to the city with levy request was circulated.
- The president has met the new city manager, Scott Hartman. The city may be able to help with library sewer issue.
- The president met with Ann Rosenblum from HP Library Board on several financial issues.
- Ms. Shelley has been helping gather information for several FOIA requests. Ms. Hospodarsky has obtained FOIA certification.

- The president thanked everyone who is assisting in the absence of a director.

### **Secretary's Report**

The board reviewed the minutes from previous meetings. Ms. Hospodarsky moved to approve regular meeting minutes from October 17, special meeting minutes from November 3 and November 7, and executive session minutes from November 3, 2011. Ms. Atkins seconded and the motion carried unanimously. The 2012 board meeting calendar was reviewed. Several changes will be made. Ms. Hospodarsky moved and Ms. Aldrich seconded to table the board meeting calendar approval, and the motion carried unanimously.

### **Communication**

This was discussed in President's Report.

### **Librarian's Report**

Ms. Shelley shared statistics and has some recommendations on future statistics format. Ms. Shelley will help advertise a storytime, perhaps with time change.

### **Committee Reports**

#### Policy Committee

Ms. Regalado reported that the committee has not met since last regular meeting, but a record retention policy has been started.

Mr. Barraza arrived at 9:07 pm.

#### Technology Committee

Mr. Frye covered several items from the circulated committee meeting report: ILS next steps, VPN, backup data plans, website responsibility, programming, new telecommunications system, and Constant Contact trial.

#### Buildings and Grounds Committee

Ms. Lenzini reported on recent committee meeting. The building has 5 furnaces, with 1 in YA room broken. As the HVAC bids have different specifications, committee will revisit and make recommendation to finance committee and board president. Exterior maintenance issues include light post, snow removal, and summer maintenance items. Irrigation system has to be drained and valve turned off. Snow plowing arrangement will be discussed with city manager. Indoor maintenance ongoing needs include twice weekly cleaning, and hiring a general maintenance handyman on as needed, contract basis. Board noted need for documentation of independent contractors. A list of B&G needs is being compiled. Goal is to have unused items in back room inventoried and disposed of by year end. Ms. Chavez will be contacted about volunteers. Ms. Shelley will talk to staff about holiday decorations.

#### Finance Committee

Ms. Hospodarsky reported on budget re-evaluation. The board reviewed the new draft of FY12/13 budget. Renovations would be in a separate renovation budget. The major

changes are dropping one of proposed new staffers and lowering medical insurance coverage. Actual insurance billing from city was received and can now be included. There were questions on insurance coverage, including D&O coverage. All will be documented in a binder. It was noted that renovations will be jeopardized if reserves are continually used to balance budget. The maintenance item includes expected costs, but not large replacement items, like furnace replacement that will be needed on 20+ bookstore furnace/AC. The new tax levy is calculated at \$259,000. Ms. Hospodarsky will write a narrative to further explain the categories and library needs. A model building maintenance plan could be obtained.

#### Renovations Committee

No update, but committee should meet, president will attend and a new chair will be elected. Mr. Barraza will poll for date.

#### **Unfinished Business**

Ms. Hospodarsky moved to rescind the \$270,000 tax levy request of November 3. Ms. Aldrich seconded and the motion carried unanimously.

Ms. Hospodarsky moved to approve the FY12/13 budget of \$259,000 with changes made in maintenance to include replacement of 20 year old furnace for thrift shop, actual insurance premium recently received, reduction in hiring, and reduction in medical insurance for director. Mr. Frye seconded and the motion carried unanimously.

Ms. Hospodarsky moved to approve a tax levy request of \$259,000 as reflected in approved budget. Ms. Loreda seconded and the motion carried unanimously.

#### **New Business**

Ms. Regalado moved to appoint Mr. Mills as the new library FOIA officer. Mr. Frye seconded and the motion carried unanimously. Staff needs to be informed that all FOIA requests need to be given to FOIA officer immediately on receipt.

Ms. Hospodarsky moved to enter executive session to discuss personnel. Ms. Regalado seconded and the motion carried unanimously.

#### **Executive session entered at 10:31 pm**

#### **Meeting called back to order at 11:22 pm**

Ms. Hospodarsky moved and Mr. Barraza seconded to adjourn the meeting.

#### **Meeting adjourned at 11:23 pm.**