

**Highwood Public Library Board of Trustees Meeting
October 21, 2013**

Present—Trustees: Bertha Chavez, Lucy Hospodarsky, Laurie Lenzini, Nora Loreda, Catherine Regalado, Elizabeth Van Arsdale
John Mitchell, Director; Kay Kelly, staff; Teta Minuzzo, President of Highwood Historical Society

Meeting called to order at 7:02 pm.

Public Comments

Ms. Minuzzo had previously sent a letter to the board president. The Historical Society has now been notified they must move from their current location by December 1. She feels the library is a good fit for her organization, and would like space for an office area and displays so they don't have to be put in storage. They would require access to their materials. One other space option in city may need work to come into code. The society's 15 member board will meet later this week, so would like some indication of library's intention before then, and would like to know for sure after their November program so they can pack materials appropriately. The library has displayed historical society materials, is currently collaborating on an ILA grant, and could work together in digitizing materials and other grants.

Ms. Kelly spoke as a resident to complain about current women's bathroom condition. She feels an investment of \$10,000-\$15,000 should not wait. Ms. Hospodarsky noted new bathrooms in a new location are part of the Live and Learn grant, awarding of which would be known in March. She asked the B&G committee to review the bathroom and consider perhaps moving sink out, examine heater/hot water, and repairing pipe under floor. Finance committee will also meet to reallocate money prior to grant submission.

Suggestion box comments were reviewed. The Director is working on all staff being able to do ILL, and noted OCLC is changing, so a new process. Language Stars of Deerfield will be involved in offering Spanish language storytime. The Director will respond to commenter about kids playing violent games. The board heard comments from kids upset about Wolfteam removal and discussed client removal/filter process. Director feels environment has been improved since they were removed from computers.

President's Report

- The president and treasurer attended the October 15 Committee of Whole city council meeting discussion of tax levy. The library requested ~4% increase. Grouped with other funds, it is a total 3% increase. However, with General Fund increase we should expect a public hearing for greater than 5% increase. The president shared current and proposed budget with one alderman who requested. She will send the dates of next 2 city council meetings.
- Personnel committee has compiled information from board and will schedule the director's one year evaluation.

- Final 1 year plan will be shared with staff.
- The president shared a letter from Marcia Burke, former library board member, who donated \$294 residual funds from “Healthy Seniors – A Highwood Affair” once the program ended. This will be deposited in General Fund with desire to use for adult programming. Ms. Amidei or AARP could be checked for program options; Ms. Van Arsdale mentioned “Ask A Nurse” she could offer at later date.
- The president requested a folder on shared drive that both board and staff can access. Director will check on backup frequency for shared drive.

Secretary’s Report

Ms. Van Arsdale moved to approve minutes from the September 16, 2013 regular meeting and September 23, 2013 special meeting. Ms. Loredo seconded, and the motion carried unanimously.

Communication

Board members received information from Ancel Glink.

Treasurer’s Report

Ms. Loredo and Mr. Mitchell had previously circulated reports, and reviewed questions.

- USA Today should be changed to annual subscription.
- Ori funds were moved in October; will be reflected in next statement.
- Computer technician payment up to date.
- Director still working on periodicals with Demco
- Will ask accountant about occasional splitting of subscriptions and memberships.

Ms. Hospodarsky moved to approve October 2013 invoices/bills on check detail, Ms. Van Arsdale seconded and the motion carried unanimously.

Librarian’s Report

Mr. Mitchell circulated statistics, excluding circulation statistics, and highlighted some items from report:

- Attended seminar on Live and Learn Grant and obtained ranking criteria sheet. Renovations committee is being restored with Ms. Hospodarsky and Ms. Van Arsdale, will talk with commercially licensed general contractors for bids.
- Working on ALA grant with Historical Society – programs on genealogy, oral history, to be held in April 2014.
- Children’s librarians holding Halloween party Saturday
- Hired new Spanish speaking staffer, plus additional weekend backup.
- Acquired Spanish language learning DVDs for voluntary staff enrichment – would be circulating.
- Will post report and statistics in the shared drive.
- Wolfteam client has been removed from children’s computers. Director and technology consultant will evaluate filters. During carpet install, computers will be reimaged.

- Children's software purchase – ~\$6000 to be purchased now. Still looking into adult English language software. Discussion on how to advertise and make people aware of software-could have open house
- Treasurer noted there should be no sales tax charged on ALA purchase.
- Family Network coming in for tutoring.
- With Children's Librarian, will attend NSSSED program

Committee Reports

Building and Grounds: Deerfield Locksmith will replace hinges on all 4 doors Thursday.

Finance: Met and drafted FY15 budget.

Technology: Met- notes on shared drive, and some items already covered by director's report. New layout selected and mockup expected for website. Will begin formulating long range technology plan.

Old Business

- Front entrance doors will be repaired Thursday.
- Carpet installation in children's room will begin Wednesday 5-6 pm to ~9 pm, continue Thursday, have everything reinstalled Friday, and host children's party Saturday.

New Business

Ms. Hospodarsky moved to approve repair of front entrance doors: \$1197.50 to Deerfield Lock. Ms. Lenzini seconded and the motion carried unanimously.

Draft FY15 budget and proposed tax levy request were reviewed. The overall 3.6% increase was primarily in salaries because of conversion of 30 hour to 37.5 hour/week position, effective in new FY, and creation of a 25 h/week position in effect in November. Increase was partially compensated with decreases in PR, Legal, Zinio, Freegal. Ms. Regalado requested Zinio be added back in revised budget as a tech priority. PPRT is now budgeted for. Materials budget percentage of tax levy is over minimum amount. Salaries are up to 68% of levy.

Ms. Regalado moved to maintain the current open/closed status of executive session minutes, Ms. Van Arsdale seconded, and the motion carried unanimously.

The board discussed Highwood Historical Society request for space. Director mentioned library benefits could include electronic newsletter and connections for Friends group. The President broke down housing options: 1. Display curio cabinets 2. Documents in five filing cabinets 3. Office 4. Furniture. Storing furniture was not an option given space. There was discussion about permanency of arrangement and limiting to current collection in the existing five filing cabinets. Office space was discussed – should not share with library office, and garage space is not heated. Renovation would require removal of items.

The director suggested an annual minimal lease to avoid permanency. A straw poll indicated all were in favor of housing display cases, pending legal advice by library and insurance confirmation. The board was split on allowing filing cabinet storage (locking and limited to existing, pending renovation), and uncertain on office space. Society has not explored city storage options. The president will get some clarification from Ms. Minuzzo on several items including whether office goes with storage filing cabinets, and will obtain legal advice. Board may have special meeting to vote to accommodate Society timing.

Live and Learn Grant strategy had been described by director. Bank accounts will be redistributed soon, a better construction estimate will be used, and overall the grant presentation will be kept simple.

Ms. Hospodarsky moved and Ms. Regalado seconded to enter Executive Session to discuss personnel matters.

Executive session entered at 10:22 pm
Meeting called back to order at 11:15 pm

Ms. Hospodarsky moved to change the director position to 37.5 hours/week from the current 30 hours/week effective after the director's annual performance review. Ms. Lenzini seconded and the motion carried unanimously.

Ms. Hospodarsky moved and Ms. Van Arsdale seconded to adjourn.
Meeting adjourned at 11:18 pm

Next regular board meeting is scheduled for Monday, November 18, 2013.