

Highwood Public Library Board of Trustees Meeting
August 23, 2010

Present—Trustees: Jaime Barraza, Lucy Hospodarsky, Susan Niles, Catherine Regalado, Alison Aldrich (arrived 7:13 pm); Elsie Martinez (director), Marni Mans (assistant director); Bill Lolli (accountant); Kay Kelly, visitor
Absent: Mary Tondi, Bertha Chavez

Meeting called to order at 7:10 pm.

Committee of the Whole: Buildings and Grounds

Ms. Hospodarsky moved to table this topic. Ms. Niles seconded and the motion carried.

Public Comment

Kay Kelly, Highwood resident, has an interest in libraries and has previously worked for the ALA. She commented that Highwood does not have electronic (mp3 file) audio books. Reciprocal privileges at Highland Park library for this service are limited for non-residents. Ms. Regalado noted that the new director will be getting a MyMediaMall subscription very soon. Ms. Kelly felt the library should focus more on the information available in the library than on appearances. She also wished website information matched between the city and library. Finally, she has not been able to obtain copies of board minutes from the staff. The library will make sure copies are available, and intends to post them on the upcoming website.

Secretary's Report

The board reviewed the minutes from the previous meeting. Ms. Aldrich moved to approve the minutes of the July 26, 2010 Executive Session. Mr. Barraza seconded and the motion carried. Ms. Aldrich moved to approve the minutes of the July 26, 2010 regular meeting. Ms. Hospodarsky seconded and the motion carried.

Ms. Regalado noted that library staff will now restock suggestion box forms and board will continue to monitor and report on submissions.

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Financial Report

Mr. Lolli had previously emailed the board the financial report for review. Ms. Regalado asked about substantial July legal bill. Review showed billed work was for director's contract. The Approval of Bills process was discussed. The treasurer will review the bills beforehand and bring anything out of the ordinary to the board for approval. Ms. Martinez will work out procedure for Ms. Niles to review the bills. Mr. Lolli noted many cities present complete listing of prospective bills to board. Ms. Niles can do this and the Finance committee will discuss how to record bills electronically to simplify. Ms. Mans has closed the DCEO account. Mr. Barraza moved and Ms. Niles seconded to close bookstore account and transfer funds to Fundraising account; the motion carried unanimously. Ms. Niles has focused on getting familiar with bills, variation across months, and treasurer duties. She has gotten finance information from other libraries and

will update on account structure changes at future board meeting. She will work to make report easier to read.

Other discussion on financial report:

- Circulation software and hardware purchases were conservative because of upcoming software switch.
- Van service cost that replaced NSLS could move to ILL from ALA/ILA line.
- \$676 income for Misc/PC Disks (account 210) was sale of Indiana bookshelves.
- Cookbook expense was second payment for production.
- Real estate tax money was received in early August and noted in memo column.

Mr. Lolli recommends revision to original budget be a priority in the next 30 days.

The board discussed poor communication between the city and library. The presented library budget was turned directly into a city appropriation unlike the city's own budget. Mr. Lolli recommends padding expenses in appropriation for the unexpected; he noted that the City Manager and Library Director should have good working relationship.

Ms. Niles moved and Ms. Hospodarsky seconded to approve the financial report. The motion carried unanimously.

Director's Report

- Ms. Martinez summarized work on staff job descriptions and schedules.
- She will attend 2 September library conferences. She will email trustees information on the ILA conference Sept 28-30 at Navy Pier in case some can attend. There is a small budget for trustee education. Ms. Martinez will give a presentation on community outreach there. The Association of Children Services conference is Sept 22-25.
- The checkbook for director's account is received and secured.
- Insurance for the library is still being investigated.
- Director will begin community outreach from list provided by Ms. Hospodarsky, prioritizing school and city council. She will also work on library cards for school-aged children for Curriculum Night.
- Director introduction at upcoming city council meeting still needed.
- Report for summer reading program participation circulated. Ms Cimmarusti is preparing a more detailed report for records. End date needs better definition.
- Space consultant suggested booksale for back room before the end of the fall. Ms. Kelly suggested Half Price Books store to sell books with less effort. Ms. Martinez will call to see if they would come and review what we have. Lake Forest Library September book sale is another possibility.
- Ms. Martinez will update notice of board meetings at City Hall.
- Personnel Committee will develop Director job description as soon as possible.

President's Report

- City council appropriation meeting: Mr. Lolli and Ms. Aldrich attended. The city had not been paying out library funds on time and was using an incorrect figure,

which Mr. Lolli caught. An alderman asked why this was an agenda topic as library should be automatically paid.

- Mr Lolli recommends setting an expectation for payments which should be communicated to and met by city. Whenever city receives payment from county (~10 times/year), the library's portion should be passed on within 2 weeks.
- For future, city should inflate the appropriation for the library as well as the city
- How to improve communication with city? Liaison from city council? Which committee meeting could library representation attend? Quarterly updates to city. For budgets, may be best to attend first city council meeting in October
- City should re-establish video copies of city council meetings at library.

Committee Reports

Finance: previously reported

Personnel: none

Policy: policy committee meeting notes were circulated by email.

Buildings and Grounds: under new business

Programming: covered under director's report.

Publicity & Outreach: Ms. Hospodarsky arranged the library update in the city newsletter, which will come out quarterly. Cost was \$100 for 1 page update

Technology: Ms. Martinez has quotation for computer hardware for small children for committee to review at next meeting. Ms. Aldrich recommended Lindy Fox be invited to Technology website sessions as she is working on city communication.

Cookbook: \$300+ made from cookbooks sold at farmer's market. Judy Broderick is submitting the cookbook for the publisher's contest

Next committee meeting date is September 7th

Unfinished Business

Piper Mountain proposal for website design was discussed with focus on bilingual pages and developer experience. Tech committee will meet soon for final decision, considering month-end discount timing for children's packs and desire to get new website soon.

SirsiDynix circulation software: Ms. Martinez reported that a formal bid process is required for purchases over \$20,000, so vendor has lowered bid to that level. Ms. Martinez confirmed that the difference between large and small library packages is extra unneeded modules. Mr. Barraza moved to approve Integrated Library System purchase not to exceed \$20,000. Ms. Niles seconded, and motion was approved unanimously.

Buildings and Grounds Committee/New Business

Ms. Aldrich circulated work output of initial meeting with consultant Richard Thompson. She discussed recent history of renovation plans. Mr. Thompson felt board should consider long term/20 year planning. Mr. Thompson proposed a focus group consisting of key Highwood constituents to see if new library would be supported. , Ms. Hospodarsky will investigate if there is an opportunity for library to piggy-back off of city comprehensive plan at current stage. Bond issuances are a possibility for substantial renovation. Are funds better spent on renovation or new construction—can existing

building be used? A full building inspection has not been done. Mr. Barraza moved to spend up to \$3000 on a building inspection and structural engineering assessment. Ms. Hospodarsky seconded and the motion passed unanimously. Ms. Regalado will forward Highwood professional engineer reference. Previously purchased carpet must be stored at library for now. Ms. Martinez and Ms. Aldrich will investigate title of building.

Mr. Barraza moved and Ms. Niles seconded that the board enter Executive Session at 10:02 pm to discuss personnel.

The meeting was called back to order at 11:14 pm.

The next regular board meeting is Monday, September 27th.
Ms. Aldrich moved and Mr. Barraza seconded to adjourn the meeting.

Meeting adjourned at 11:15 pm.