

**Highwood Public Library Board of Trustees Meeting
August 26, 2013**

Present—Trustees: Bertha Chavez, Lucy Hospodarsky, Laurie Lenzini, Nora Loredo, Catherine Regalado, Elizabeth Van Arsdale; John Mitchell, Director; Kay Kelly, staff/Buildings and Grounds

Meeting called to order at 7:04 pm.

Public Comments

Suggestion box comments were reviewed and discussed.

- Outside drop off videos – a sign will be attached that it is for books and DVDs
- Hot water heater is broken in ladies bathroom – to replace would be ~\$750. Discussion of directing patrons to other bathrooms, which also have paper towels.
- Collection suggestions: magazines and Fra Noi. Director wants to get periodicals from one vendor. Some have been lapsing. Suggestion to inform staff when things are on order, and post sign for patrons.
- Noise level of children is being addressed by staff. Question about policy posting. Cell phone policy is posted in Spanish in Children's room.
- Summer hours signage---director will contact website for change.
- Typo in window signage will be corrected
- HPPL suggestion box forms were shared, which don't require name to be considered. Current suggestion box forms will be kept.

President's Report

- \$50 donation in honor of Gladys Credi's 99th birthday from Bruce and Francis Giangiorgi. President gave the library cookbook as a gift.
- President appreciated Kay Kelly for exterior beautification efforts.
- October 19th for Pumpkin Festival, discussion of possible activities
- President contacted Twin Cities who promptly responded about light fixtures
- Discussed PPRT with Scott Hartman. Hours related to Obamacare coverage were investigated.
- Invited to participate in focus group for city planning to represent library.
- Trustees to consider who might fill 3 open trustee positions. Ms. Hospodarsky will publicize and possibly post at Nuestro Center and Lake County Health Department as well.

Secretary's Report

Ms. Hospodarsky moved to approve minutes from the July 15, 2013 regular meeting. Ms. Van Arsdale seconded, and the motion carried unanimously.

Communication

The library received a donation of books from Illinois Numismatic Association.

Treasurer's Report

Review of procedures: Board approves bills to pay. Financial reports don't need to be approved except at year end. Treasurer will review all invoices prior to meeting. Board

will receive financial packet the first week of the month. Director will be first point of review, and then will send out to board. Treasurer will compile questions from board. New timing should streamline board meetings. Financial packet = P&L statement in 2 formats, Balance Sheet, and Expense Detail. Check detail will be sent by treasurer separately, with payments to be approved at board meeting, and also debit card payments.

Ms. Loreda reported:

- Reports on fax income still need to be figured out. Director will meet with Konica Minolta to get preferred report. Also, machine has to be reconfigured so no charge for scanning.
- There should be only 1 charge for document destruction—director still needs to check with Ms. Svec.
- Programming fees going into per capita line.
- PC Management software was budgeted for FY13 but due to implementation timing was charged to FY14.
- \$35 overdraft fee for US Bank – Ms. Hospodarsky is working on waiver.

Ms. Hospodarsky moved to approve checks for July 10 through August 20, 2013, Ms. Lenzini seconded and the motion carried unanimously.

Librarian's Report

Mr. Mitchell passed out a written report to the board and highlighted items:

- Much work in back room, shelving arranged. Some units are without shelves. Plans for short shelves unclear. With back room opened up, could use for tutoring, other. Tutoring will continue, contact point needed.
- Gran Fiesta table shared with HPPL at Family Services.
- Open positions due to staff departing.
- President attended and shared FY14 plan at staff meeting. Meeting topics included procedures, especially with new authentication software
- Participated in RAILS survey of services provided
- Attended HR Law training class overview of federal regulations
- Director and computer technician are investigating AWE software alternatives. Also prioritize adult literacy software.
- Patron database cleanup project completed thanks to Mark Frye
- Light switches installed and circuit breakers fixed
- Live and Learn grant available, will reapply.
- Quotation for door repair coverage will be clarified. Investigate entrance ADA grants and others.
- Children's department starting toddler time program and YA book/movie club – flyers distributed to board. Siblings may attend. Distribute flyers to middle and high school for teen book and movie club.
- Discussed setting up diaper changing station outside handicapped bathroom.
- Final party for Summer Reading Program had 43 kids, 10 adults attending. Overall winner received a Kindle prize.
- Children's room roof to be sealed.

- Schuler House – library cards issued to each house.
- Statistics report contained all categories being tracked. Board is interested in any categories requested by grants, patrons per day, new cards, computer use, collection figures/cataloging, programming attendance. Also interested in Circulation (would come from Follett): circulation by item count and by patron count; My Media Mall.
- Twin Cities performed light repair with holding screws.

Committee Reports

Finance Committee

Met to review proposed staffing, which will use same job description as departed employees. Director would like continuity from morning to evening shift, which could be achieved by a public service desk associate with an emphasis in Spanish speaking and technical skills. Additional IMRF expense if needed can be covered by other categories. Committee also drafted accounting procedures.

Personnel Committee will look at personnel policy for vacation language.

Policy Committee

Posting of fines, fees, and key policies must be done. Need to eliminate language in Unattended Children Policy requiring parents to pick up children.

Board discussed cell phone practice and finalized language: As a courtesy to other patrons, cell phone users are asked to silence ringers and take conversations to the vestibule. Director will incorporate Spanish translation, inform staff, and post throughout library.

Technology

July meeting was reviewed and minutes posted. Child patrons are linked with parents in patron database. Inactive cards in database have been purged. August meeting prioritized tech items from one year plan and discussed authentication software for computer login. Zinio will be investigated.

New Business

- Ms. Van Arsdale moved to approve a change in the Unattended Children's Policy. Ms. Regalado seconded and the motion carried unanimously.
- President and director will work on narrative for Per Capita Grant application.
- Poll will determine date for special meeting to discuss 1 year plan and perform the board's environmental survey.

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

Meeting adjourned at 10:07 pm

Next regular board meeting is scheduled for Monday, September 16, 2013.