

**Highwood Public Library Board of Trustees Special Meeting  
October 30, 2013**

Present—Trustees: Bertha Chavez, Lucy Hospodarsky, Laurie Lenzini, Nora Loreda, Catherine Regalado  
John Mitchell, Director; Kay Kelly, Staff; Sue Atkins  
Absent: Elizabeth Van Arsdale

**Meeting called to order at 7:35 pm.**

**Public Comments** – Former trustee Sue Atkins spoke about the Renovation Plans for meeting room—was intended for many groups, including but not limited to Historical Society. She had questions about window display, wanting it not to be exclusive to one organization, and noting it should display renderings and renovations plans when ready. The president clarified that the FGM plan is still the Renovation plan, with another attempt at the Live and Learn grant to fund. Ms. Atkins volunteered to assist in fundraising.

**Discussion of Highwood Historical Society Space Needs**

Three different components of space request were considered:

1. Display cases in main room, put out in public display until renovation/carpet laying
2. Temporary office in thrift shop space – desk, two filing cabinets, pictures on wall
3. Temporary storage of 3 filing cabinets

Society must access space during regular library hours using main door.

Director felt cleared space was not currently needed, was in favor of allowing Society temporary space with all options, and still have room for tutoring groups. Stored shelves could separate space, with Society paying for labor to move them. Board walked through with director to view space and potential middle space for Society.

There was discussion on length of time, as Society indicated temporary was not acceptable. If Live and Learn grant were awarded, notice would be March, so renovations would not begin until then. All agreed this would not be a permanent arrangement and that the Society must understand they must continue to look for permanent space. A notice clause will be in the contract, and trigger events for when ready to renovate space. All agreed that Society must be responsible for entire legal fee to draw up contract, which would be done by Society's pro bono attorney with input on library's requirements from President so to minimize time by Library attorney.

The board discussed concerns like use of emotional persuasion to remain once in, but complaints if not allowed to come. Concern was also raised about Society being disincented to help move forward library renovations if that means loss of their space.

**Discussion of Current Assets and Consolidation of a Variety of Accounts**

Finance committee reviewed spreadsheet with board. ~\$99,000 should be in Reserve Account. New staff position with FICA was not accounted for in this figure but is not significant cost. Future annual levy budget requests may need to include bump-up increase to maintain appropriate 5 months reserve.

### **New Business**

Ms. Hospodarsky moved to offer space within library for the Highwood Historical Society to put 2 display cases and 1 curio cabinet, subject to legal contract. Ms. Lenzini seconded and the motion carried unanimously.

Ms. Hospodarsky moved to offer Highwood Historical Society temporary office space to include desk, printer table, 2 filing cabinets, and artifacts to display on walls in the thrift shop area designated by library, subject to contract. Ms. Loredo seconded. Chavez, Hospodarsky, Lenzini, Loredo voted yes; Regalado voted no. Motion carried.

Ms. Hospodarsky moved to allow Highwood Historical Society to temporarily store 3 filing cabinets in space selected by library, subject to contract. Ms. Loredo seconded. Chavez, Hospodarsky, Lenzini, Loredo voted yes; Regalado voted no. Motion carried.

President will make clear in communication to Highwood Historical Society (10/31 verbal, email followup) that it is not part of library's future space plans.

Ms. Hospodarsky moved to move \$99,500 (5 months reserves) from General Fund into Reserve Fund per policy approved 12/22/12. Ms. Lenzini second and motion carried unanimously.

Ms. Hospodarsky moved to move \$108,500 from General Fund into Capital Improvement account. Ms. Loredo seconded and the motion carried unanimously.

Ms. Hospodarsky moved to transfer entire balance of Endowment and Fundraising funds into Capital Improvement account. Ms. Regalado seconded and the motion carried unanimously.

Ms. Regalado moved to close the Endowment account, Ms. Hospodarsky seconded, and the motion carried unanimously.

The director and accountant will find out whether there is a bank fee associated with a 0 balance Fundraising account.

Ms. Hospodarsky moved to transfer the balance in Fundraising account, up to the amount necessary to keep the minimum balance, into the Capital Improvement account. Ms. Lenzini seconded and the motion carried unanimously.

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

**Meeting adjourned at 8:51 pm.**