

Highwood Public Library
Board of Trustees Meeting
Minutes
December 7, 2009

CALL TO ORDER

President Lisa Cervac called the meeting to order at 7:09 p.m.

ATTENDANCE

Present: Alison Aldrich, Lisa Cervac, Lucy Hospodarsky, Mary Tondi, Rebecca Marlowe, and Judy Broderick.

Absent: Catherine Regalado

Community: Jaime Barraza, Bertha Chavez, Denny Broderick and Brit Isley.

WORKSHOPS

Ms. Aldrich motioned and Ms. Broderick seconded to move into the workshop session at 7:13 p.m. The motion was unanimous.

- Building and Grounds
 - B&F Inspection reports 120665-120668
 - Storage areas in back of library – workmen and staff cleaned areas behind the book store. Additional work still needs to be done, but now areas are clear and safe.
 - Illinois State Library Grant
 - January 15, 2010 Deadline
 - Construction needs a survey
 - Reasons: Natural disaster, ADA compliant
 - Qualify for one component of grant
 - ADA, mini, new construction remodeling
 - Architect, pro bono
 - Assisted Lake Forest Library and residential residences
 - Short and long term options
 - High impact, low budget change
 - Monies in reserve
 - No major changes if a complete remodel is anticipated in the future
 - ADA is applicable to our library – matching grant (50%)
 - Recommendation - \$20-30K total cost
 - Bathrooms for accessibility
 - Entrance into library
 - Phase 2: other options for changes that architect provided interior space drawings
 - Moving stacks
 - Painting

- Carpeting
 - Lighting
 - Reconfigure primary areas
 - New construction grant in the future would be not possible if we receive monies now
 - Hours for completion unknown
 - Architect will assist with grant application
 - Estimates are needed for work to be done
 - Entrance design changes were not recommended because primary differences to structure may preclude future monies
- Policy
 - Monday meeting dates
 - Committees; addition of new standing committees and include community members
 - Attorney review – estimate number of hours = 2 hours or less; send to attorney for review prior to voting on changes in by laws or policies
 - Comments – page 2; change call to notify
- 21st Century Grant
 - Increase budget to include a staff person as a director for programming
 - \$95 too high, \$15 too low – find a middle ground
 - Increase services for middle school
 - Fill the gap
 - After 4 pm and on weekends (Sunday)
 - March – Nuestra Center may close (students served)
 - Need ELL, tutor and special events
- Rotary Grant
 - Technology
 - Computers and books at Nuestra Center
 - Purpose – bilingual; reference data bases, technology
- Personnel
 - Director
 - Advertise on ALA, ILA websites
 - Illinois State Library believes that we should have a director
 - Protocol – application in review
 - Vote – not to exceed \$500 for advertising costs
- Publicity
 - Judy – cookbook to be reissued and the second volume to be issued.
 - Target date is Mother’s Day
 - Payment \$2265 (30 days); \$2265 (90 days)
- Insurance
 - Determined we are covered with the City and an estimated \$5K will be saved

- Still have D&O
- Insure that coverage is the same or appropriate for building and personnel
- Deductible
 - Library would have to pay
- Workers compensation is still a question
- Current carrier, Viti insurance (West Bend Mutual)
- Not enough information to make an informed decision; tabled until further notice
- Operations
 - Weeding to begin in January 2010
- Trustees for Library
 - Can individuals living outside of Highwood be a member of Board? NO
 - Can individuals living outside of Highwood be a chair of a committee? NO
 - Honorary committee members ok
 - Need a heavy hitter fundraiser for the Friends/Board
 - Need a teacher
 - Need an individual who can speak another language
 - Commitment to the library
 - Serve on a committee first
 - NEED – OUTREACH, FRIENDS (FUNDRAISING AND RECRUIT VOLUNTEERS), SCHOOL
- Motion to adjourn from workshop at 9:02 pm by Ms. Tondi and Ms. Aldrich.
- Motion to reconvene at 9:09 pm by Ms. Aldrich and Ms. Broderick.
- Motion to go out of order in the agenda at 9:10 pm by Ms. Tondi and Ms. Hospodarsky.

APPROVAL OF MINUTES

Ms. Broderick and Ms. Tondi motioned to approve the minutes from November 5, 2009. The vote was unanimous.

EXECUTIVE SESSION – Ms. Aldrich and Ms. Marlowe motioned to move into Executive Session at 10:40 pm.

ACTIONS OUT OF EXECUTIVE SESSION

Ms. Aldrich and Ms. Broderick motioned that the Board recommend Mr. Jaime Barraza to Mayor Pecaro for an open Trustee position.

Ms. Aldrich and Ms. Broderick motioned that the Board contact Ms. Bertha Chavez head the Latino outreach committee.

Ms. Aldrich and Ms. Tondi motioned that the Board pay 9 staff \$50 and 2 staff \$25 for a holiday bonus.

REPORT OF THE TREASURER

1. Bank/checking account status - \$13K account had the director as the only signor. This was a convenience account. Should the monies be moved to the general fund? This money was used to reimburse petty cash. Suggest adding 3 signors to account.
2. Ms. Tondi motioned and Ms. Marlowe seconded a motion to approve all bills for payment except Signs Now.
3. Ms. Aldrich motioned and Ms. Tondi seconded a motion to accept all financials as presented by Mr. Lolli.

REPORT OF BUDGET AND FINANCE COMMITTEE

1. Budget 2010-2011
 - a. 3 alderman uncomfortable with \$7K increase up to \$235
 - b. Represents a levy above .15
 - c. Discussion at City Council: Who was better able to spend the money – the library or the city? Decided on the Library.
 - d. Library indicated we would be back after new year to find additional sources of revenue through home rule.
 - e. EAV is unknown and may be low
 - f. Library is operating with a \$100K deficit by increasing hours
 - g. Library accounts should be narrowed. A consolidation should occur.

COMMITTEE AND LIAISON REPORTS

1. Operations
2. Book orders – popular fiction/nonfiction; donations are behind but current orders (or new) are not. Ms. Tondi motioned and Ms. Hospodarsky seconded a motion to have staff begin to order fiction best sellers and then book match books for Oak Terrace. Ms. Cervac opposed.
3. Personnel and Policy
 - a. Grants
 - i. Rotary (“Needs based”) – Ms. Broderick motioned and Ms. Marlowe seconded a vote to seek the Rotary grant for the purpose of improving the library’s service to the Hispanic community.

OLD AND NEW BUSINESS

1. Old Business
 - a. Change meeting date to Monday – Ms. Tondi motioned and Ms. Cervac seconded a vote to change the meeting date to the third Monday of each month.
 - b. Director search committee – Ms. Aldrich motioned and Ms. Hospodarsky seconded a vote to establish the personnel committee to consist of Alison Aldrich, Lisa Cervac, and Mary Tondi and to spend no more than \$500 on advertising.

2. New Business

- a. Cook book Vol. II – Ms. Marlowe motioned and Ms. Hospodarsky seconded a vote to order 200 old and 500 of the new cookbook with the timeline to be delivered and published by the end of April 2010 with an estimated cost of \$7000.

ADJOURNMENT

Ms. Aldrich motioned and Ms. Tondi seconded a vote to adjourn at 11:26 pm.