

**Highwood Public Library Board of Trustees Regular Meeting  
April 15, 2019**

Present—Trustees: Bertha Chavez, Barbara Cizek, Lucy Hospodarsky, Diana Joren, Laurie Lenzini, Nora Loreda, Catherine Regalado; Carmen Patlan, Director

Absent: Patricia Lenzini

**Ms. Hospodarsky called the meeting to order at 7:00 pm.**

**Public Comments** – Resident Janell Cleland attended and is interested in the library board. Her application will be brought to the city.

New staff member Janet Wigodner also attended and introduced herself. Janet will be featured in a communication from the library in May.

**President’s Report**

- Ms. Kuebler regrettfully resigned from the board due to her new work schedule.
- The president reminded board that annual reports are due in June and officers will be elected at the May meeting.
- Ms. Hospodarsky and Ms. Patlan will be attending the City Council COW meeting tomorrow, where Ms. Patlan will give a presentation. Press release on director hiring has been sent out.
- 3 trustee terms will be up for renewal in May. Ms. Hospodarsky will contact those trustees and make arrangements with the city for council reappointment.
- Ms. Patlan will be attending a meeting of the Moraine Township Latino Leadership Council and may join Chamber of Commerce’s Girls’ Night Out afterward.

**Secretary’s Report**

Ms. Hospodarsky moved to approve the regular minutes from the March 20, 2019 meeting. Ms. L. Lenzini seconded and the motion carried unanimously.

**Communication** –The Per Capita Grant of \$6756, same as last year, was received in mid-March.

**Treasurer’s Report**

Ms. Loreda presented the March financials and April invoices.

Ms. Hospodarsky moved to approve April 2019 invoices as listed in the Check Detail, Ms. L. Lenzini seconded, and the motion carried unanimously.

Some items will be followed up with accountants:

- Reclassify: director office blinds; holiday bonuses; Amazon and Walmart spring break movies to Materials; Jewel movie night supplies to programming, not staff development
- Accountant will address FY splitting issues in the following categories: Workers Comp, Adult Periodicals, ILS
- President followed up with city on PPRT- it is coming in April and is more than budgeted.
- Handyman invoice reviewed and process is working well.
- No IMRF bill in February will be checked.
- Intuit software credit shows as -\$463 in March.
- There is another outstanding IDES fine; president will follow up with previous accountants. Treasurer will confirm with current accountants timely filing.

- Will check category Adult Periodicals-Other with \$515 in expense
- Just received bill from city for August 2018 medical insurance for previous director.
- Annual cost to license Friends will shift to them once established.

### Review of FY20 budget

Board reviewed budget and payroll calculator in advance of meeting.

- New income source from meeting room fees was added. Funding was increased for adult programming and PR.
- There was discussion on the bathroom plumbing issue. More research of East Building construction records is needed– were pipes telescoped? Issue needs to be addressed as increased patronage with director initiatives will increase problem. Currently budgeted for quarterly rodding.
- Ancestry.com to be funded through Friends – director will follow up with possible donor.
- For materials budgeting best practice is 12% of revenue. For FY19, it will be ~9% because of the shift in focus dictated by the strategic plan, and need for new director to assess the collection first before spending. For FY20, materials will be 9% of budget again. Staff is focused on weeding the next few months -YA area is done, next youth, then adult. Friends of Library can help fundraise to enhance the collection.
- Finance committee will discuss FY19 surplus with Mr. Gonzalez, option to put in Reserves.
- Director proposes hiring volunteer coordinator/instructor as a contractor to lead Spanish GED class, but would try to cover from other funding sources. D113 has a program in English. Could partner with D113 too, hosting their program at library if there are transportation issues for participants. Conversation ESL programming is another unique program to increase patron traffic. Environmental scan shows interest in literacy programming.
- Citizenship program may be offered with volunteers running it as there is interest. Highwood residents would be priority if the class fills.
- Budget payroll calculator does not include staffing extra hour for 8 months (open Friday year round). Minimum wage must be considered for FY21 given new state laws.

Ms. Hospodarsky moved to approve a \$24083 deficit budget for FY20 due to surplus from FY19. Ms. Regalado amended the motion to a \$25314 deficit budget to include extra hour of staffing for 32 weeks because of discontinuing Sunday hours and opening Friday 12-5 year-round, plus movie license cost. Ms. Hospodarsky seconded and the motion carried unanimously. Ms. Loreda will collapse the budget for posting on website in May.

### **Librarian's Report**

The board reviewed Ms. Patlan's report in advance and several items were discussed.

- Plumbing quote of \$385 is per quarter. Another quote is in process, and in FY20 budget this has amount been included and rounded up.
- Volunteer tutor needs for Spanish Literacy and Conversation for ESL are bilingual. Director has talked with Ms. Van Arsdale and has other ideas.
- Meeting room picture window repairs are complete and window will be washed. Blinds will be measured and installed.
- Social media presence is spiking up – director will add this to the monthly statistics.

- Environmental scan revealed a desire for a support group for moms with children with special needs. The director will look for a social worker to assist.
- 501c3 status submitted today (\$275 to submit to federal government). Ms. Patlan has reached out to Antioch PL Friends group to mentor.
- The director will be on vacation 5/2-5/13.
- Updated Kindle Fire policy will be implemented at beginning of May, with 3 to circulate. Procedures will be prepared for staff and cases will be purchased.
- Some outside concerns were noted by director: valets are parking in front of library exits; photographic evidence suggests gutter was damaged by Froggy's Catering truck; mattresses from the apartments above that restaurant were left leaning against library building.
- Director will confirm the fee structure on existing PayPal account. This will be used for website donation button –needs to link to appropriate bank account.
- SGA is a new user group for 0-3 y old programming meeting now until October at library as they branch into Lake County.

### **Committee Reports**

Finance: met and items already reviewed. Committee minutes will be added to shared drive and posted by director to website.

Personnel: Director will first review personnel manual, then meet with committee.

Technology: met on 4/2, with notes in board packet and posted. Jim Knutson is visiting in June.

### **Old Business - None**

### **New Business**

Ms. Regalado moved to retain the current status of executive session minutes. Ms. Hospodarsky seconded and the motion carried unanimously.

Ms. Hospodarsky moved to approve the revised Meeting Room Policy with procedure for fee allowance to cover staff time outside regular hours, Ms. Regalado seconded, and the motion carried unanimously.

Ms. Hospodarsky moved to approve the FY20 Board Meeting Calendar as presented. Ms. Regalado seconded and the motion carried unanimously.

Ms. Hospodarsky moved to approve the Kindle Fire Loan policy as reviewed by the Tech committee, Ms. Regalado seconded, and the motion carried unanimously.

Ms. Hospodarsky moved to approve the revised Board of Trustee Bylaws, Ms. Regalado seconded, and the motion carried unanimously.

Ms. Patlan will be reaching out to possible Friends board members this week or next.

Ms. Regalado moved and Ms. Hospodarsky seconded to adjourn the meeting. The motion carried unanimously.

**Meeting adjourned at 8:53 pm**