

**Highwood Public Library Board of Trustees Regular Meeting
October 15, 2018**

Present—Trustees: Lucy Hospodarsky, Diana Joren, Laurie Lenzini, Nora Loredo, Catherine Regalado;

Absent: Bertha Chavez, Barbara Cizek, Maribeth Kuebler, Patricia Lenzini

Ms. Hospodarsky called the meeting to order at 7:26 pm.

Public Comments - None

President's Report

- Donations: Cluckers \$250 check came in. Gianggiorgis are being thanked for donation on behalf of Gladys Credi. Chicago Mike's potential fundraiser – select weekend November date, advertise at schools.
- Grant report filed \$2500 Back to Book – will advertise new books with new director
- Staff meeting is being led by president, once a month. There was one last Saturday and next one will be Saturday November 3.
- President and Treasurer attended City's strategic planning meeting. Several options for services were discussed. City could give the library an interest free loan for building repairs, or help in other ways. Council reviewed library strategic plan. New programming can include a gardening club.
- City levy for library will be flat from last year. City intends to assist library with roofing costs.
- Director recruitment was discussed: benefits package range; job posting wording.

Secretary's Report

Ms. Regalado moved to approve the minutes from the September 17, 2018 regular meeting and October 4, 2018 special meeting. Ms. Loredo seconded and the motion carried unanimously.

Communication

- Letters about Literature 2019 writing contest information was forwarded to children's librarian

Treasurer's Report

Ms. Loredo presented the September financials and October invoices. Ms. Hospodarsky moved to approve October 2018 invoices per check detail report with exception of incorrect #1548 for Aerex, Ms. L. Lenzini seconded, and the motion carried unanimously.

Finance questions included: \$5.32 Payroll Expenses (old) on P&L v prior month report; 41500 Reimbursements \$312 on P&L versus actual; confirming payroll; Check 1550 for \$70 was new hire background check, coded to Staff Development, but needs descriptive memo line; Check #1548 for Aerex Pest Control was voided for incorrect amount and will be reissued for \$100 next month; 54200.2 back to books grant adjusted as closely as possible to actual grant amount; Piper Webs start up for SSL invoice from 7/24/18 for \$219 is approved but will be paid at next accountant visit. IL Funds still has a balance of \$6780 as director did not close account as intended. Treasurer is following up, also contacting State/Per Capita Grant to direct to General Fund.

There was an issue with the fire alarm panel- it was unclear if Chicago Metro Fire Prevention (radio) vs ESSCO (panel) needs to be contacted. B&G committee will work with staff on this.

Ms. Joren left the meeting at 8:48 pm

Librarian's Report

- Some statistics on report need to be revisited for usefulness.
- Elise will update eRead splash page with tips for use with our system.
- Wilma and Elise are documenting materials ordering process
- ILL survey for past FY was filed with the State Library 10/15/18.
- Girls Step2IT for girls in grades 4-8 will be offered. It was advertised at Oak Terrace.
- Legal Aid Clinic set up Domestic Violence resources for October. Ms. Joren will investigate adult programming and Yuliya will cover local media and Facebook/Twitter advertising.
- Children's librarian not interested in the Million Words Initiative with Oak Terrace.
- FOIA request Oct 4th for construction in certain scopes was responded to.

Committee Reports

- Finance: Budget is mostly unchanged from previous FY; will approve at November meeting.
- Technology: Two servers were installed to replace 5 year old ones. Mr. Frye is working to implement the Kindle Fires, without advertisements, as a 2 week loan item, and will purchase cases. eRead splash page to be improved. There's an issue with the patron counter overcounting. IL database trial was not pursued due to high cost after trial ends. Multipurpose printer in director office will be configured for staff scanning. Committee recommends implementing Apollo auto-renewal for a single renewal. ~\$500 in fines income may be at risk but patron satisfaction should increase. Board agreed to implement.

Old Business

- Finance, Personnel, and President's annual reports are still in progress.

New Business

- Review of trustee requirements for the Per Capita Grant application was tabled.
- Ms. L. Lenzini presented 3 bids for roof and 3 bids for tuckpointing, and the city manager's recommendation. The bids will be stored on shared drive. Per City Manager's recommendation, Ms. L. Lenzini moved to approve quote for roofing by Modern Roofing for \$23800 and quote for tuckpointing from Munoz Paving for \$21500. Ms. Hospodarsky seconded and the motion carried unanimously. Yes: Hospodarsky, Lenzini, Loreda, Joren, Regalado. No: none
- Ms. Hospodarsky moved to approve the strategic plan, Ms. Regalado seconded and the motion carried unanimously. The plan will be posted to the website, emailed to stakeholders, and made available to staff and public.
- Director search activities were reviewed. Pro bono firm will post position and screen resumes, then send appropriate candidates to Search Committee (President and Vice President). Search Committee will conduct phone interviews and then meet with most qualified candidates.

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

Meeting adjourned at 9:18 pm.