

**Highwood Public Library Board of Trustees Regular Meeting
April 16, 2018**

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

Absent: Bertha Chavez, Maribeth Kuebler, Patricia Lenzini; John Mitchell (director)

Ms. Hospodarsky called the meeting to order at 7:11 pm.

Public Comments - None

President's Report

- The president met with mayor and city manager about building capital needs. The city manager was in favor of using existing line of credit after May 1, paying interest only for first year, but with new repayment terms of 4 years.
- President will edit disaster recovery document and send to director.
- Names of trustees with terms up for renewal in May will be given to city council.
- May is annual meeting - committee chairs, president, and director should write annual reports.

Secretary's Report

Ms. Hospodarsky moved to approve the minutes from the March 19, 2018 meeting with additions as read. Ms. L. Lenzini seconded and the motion carried unanimously.

Communication

Invitation received for Highwood Historical Society annual dinner May 17, 2018, 6:30 pm.

Treasurer's Report

Ms. Loredo presented the March financials and April invoices. Ms. Hospodarsky moved to approve the April 2018 invoices, Ms. Regalado seconded, and the motion carried unanimously.

- Per capita grant still not yet received from state.
- PPRT was lower this year. \$2500 in budget was too high - all amounts were lower this year. President has investigated from state website and will follow up further, as some more PPRT may be due, though not as much as originally budgeted amount.
- 83% of materials budget spent (accrual), 92% (cash) on track to full spend by end FY.
- Revised insurance invoice was received from city with auto insurance removed.
- March cash basis report shows \$407 interest and dividends, \$51 last month – misclassified?
- P&L prior month accrual report needed for packet (Nov 2017 included in error)

Librarian's Report

Report was reviewed by board. There was a question about whether library will be charged by Aerex for repeat pest control.

Committee Reports

Building and Grounds Committee: Director to call fire department and ask fire department's advice on whether or not we should enter into 5 year \$504/year contract with ESSCO.

Ms. Joren will take on contacting city to ask about roof coverage by city property insurance. Ms. L. Lenzini will keep working with director to progress B&G items.

Finance : Will have another committee meeting to discuss recent changes and impacts to budget. The President will contact bank about extending loan to possibly draw in the summer. Is it time to do a fundraiser, working with Celebrate Highwood, tying into East Building needs? There was discussion about offering programs for a charge, and discussion about deciding what this library should focus on.

Technology: committee will meet soon before technology consultant moves. Will ask about using google docs for better collaboration versus download and upload onto shared drive. Consultant will be contacted to outline tech responsibilities and timing/frequency for a RFP.

Old Business

Followups from previous meetings for director:

- Final disaster plan to go into policies and procedures and in common documents on shared drive.
- Schematic to be created and posted with exit plans throughout building
- Furniture moving should be reclassified as a renovation expense.
- With accountant: why payroll liabilities are negative and updated reports from correction on 10201. Which account is unemployment insurance paid out of and why not seen as a check?
- Provide email response to assistant city manager covering board's discussion on parking lot safety from February meeting and police concerns, copying president.
- Status of open position advertising
- Live and Learn grant final report
- Contact Mr. Knutson to arrange timing to review electrical equipment in storage.
- Post DVD policy on website. What is staff procedure if child using adult card tries to check out rated R movie?
- Email discount for leaving MMM contract with 90 days notice, copying Ms. Regalado. (Ms. Regalado, L. Lenzini, Joren, and Cizek will check out eRead vs MMM – some problems logging into eRead.)
- Update January 2018 report regarding a construction information request which was not a FOIA.

New Business

The FY19 budget has line items that need to be tweaked given new information. Treasurer will email with open items to be revisited. Approval of FY19 budget was tabled.

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

Meeting adjourned at 9:00 pm.

Next regular board meeting will be Monday, May 21, 2018.