

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

Present—Trustees: Bertha Chavez, Lucy Hospodarsky, Diana Joren, Maribeth Kuebler, Laurie Lenzini, Patricia Lenzini, Catherine Regalado; John Mitchell (director)

Absent: Barbara Cizek, Nora Loredo

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

Ms. Loredo arrived at 7:13 pm.

Public Comments - None

President's Report

- Ms. Hospodarsky just received a letter at the meeting from Mr. Mitchell announcing his retirement with 30 days notice. His last day will be August 15. Letter will be rewritten with corrected date and returned to President.
- The President has talked with City Manager, the City Council at their last meeting, and individual aldermen, about need for a library strategic plan and its financing. This is an excellent time for the plan because city is again interested in a joint municipal building. President has interviewed some library consultants.
- President is still waiting on PPRT response from assistant city manager.

Secretary's Report

Ms. Hospodarsky moved to approve the minutes from the June 25, 2018 regular session meeting. Ms. P. Lenzini seconded and the motion carried unanimously.

Communication

IMET updates were received. Ms. Kuebler noted that Yuliya, Elise, and Jill K have provided excellent customer service recently.

Treasurer's Report

Ms. Loredo presented the June financials and July invoices. Ms. Hospodarsky moved to approve the July 2018 invoices as listed in Expense Detail, plus additional check #1495 for transfer from General Fund to Convenience account for \$2147.88, and replacement check #1508 for \$3400 to Beck's for new A/C invoice, with check #1492 to Beck's voided. Ms. L. Lenzini seconded, and the motion carried unanimously.

- 2 Quill invoices to Accounts Payable were fixed and toner credit invoice is now available.
- Accountant is preparing for audit including examining split of time cards across FYs.
- Accountant still trying to track 2 previous IMET recoveries.
- \$13 has been moved to wire transfers and \$30 fee for stopped check has been moved to Other.
- Workers Comp was not in budget because a pre-pay from last year.
- Spanish language books were not in budget, would be bought from per capita grant funds
- Book standing order breakout in budget has been fixed.
- Director will finalize IPLAR with data from MMM and resubmit with state library, put final version in shared drive.
- Missing check \$158.93 to IMPACT from Sept 2016: director confirmed no outstanding bills with IMPACT. This check plus Beck's should be removed from Uncleared Transactions.

- \$50 in accounting services for this FY was actually payment to IDES. This will balance with May invoice from accountants to be received. June invoice was received at new rate, \$525.
- President approached Beck's for invoice concession for missed opportunity to buy old A/C unit, which was kindly granted. Old check had payment stopped and a fee was charged.
- Director to adjust memo line for larger field to display more check info, and rerun report.

Librarian's Report

- Sherlock Holmes August book still to be added to Programming webpage.
- There was an ESL tutor request forwarded to Ms. Van Arsdale.
- Apollo issue with checkout receipts has been corrected.
- A patron was upset about consolidation to eRead. eRead Training is being planned, including videos. There was discussion about electronic resources and Kindle. Only Kindle Fire model is supported by eRead. Some board members will supply devices for training.
- Movie filming did not occur.
- Spanish storytime date was confused between Friday and Saturday. One more date is scheduled.

Committee Reports

Building and Grounds: Ms. L. Lenzini reported that HVAC outside unit by parking lot was replaced. Documents are in files. 3 quotes were obtained for stoop and one selected for director to proceed. Narrative and drawing needed for permit. Two additional roof inspections were arranged, and both agreed roof is in bad condition and front picture window needs to be replaced when tuckpointing done. One roofing company is going to look at insurance declarations. Drain on flat roof needs to be rodded out so director will contact plumber. There was discussion on window situation. President requested coordination and partnership with city on the building issues. Director will meet with roofer, write report, and share with B&G committee. Order of progress will be: stoop, roof, tuckpointing/window.

Technology: Ms. Regalado revised independent contractor contract and statement of work. Consumables shouldn't be on contractor list. Committee will meet end of this week or next. New wireless router in meeting room working well on both channels, so Director will fasten down.

Old Business

- Mr. Mitchell updated that there are no dumpsters at Ft. Sheridan city storage. Dumpsters by library parking and regular trash are options. Ms. L. Lenzini and Ms. Loreda will coordinate trucks and ask for helpers.
- Unemployment clarification: library is a reimbursing, not a contributor.
- Annual reports update: Director just posted a final version to shared drive. Renovations did not meet. Ms. L. Lenzini is working on B&G; Ms. Loreda working on Finance; Ms. Hospodarsky working on Personnel. President's Report was awaiting separate amount for new fire alarm systems costs. It was noted that FWC did not receive/pay invoice for alarm system design.

New Business

- There was brief discussion on offering non-resident cards. Ms. Hospodarsky moved to not allow non-resident cards, Ms. Regalado seconded, and the motion carried unanimously.
- Discussion continued on hiring library consultants to prepare a strategic plan. The president welcomes participation in hiring decision. Ms. Hospodarsky moved to give board president

authority to enter in a contract with library consultants for the purpose of creating a strategic plan at a cost not to exceed \$10,000. Ms. Regalado seconded, and the motion carried unanimously.

- A tentative date of 10/20/18 evening was set for the fundraising event but may be some conflicts.

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

Meeting adjourned at 8:42 pm.