

**Highwood Public Library Board of Trustees Annual Meeting
May 16, 2016**

Present—Trustees: Maribeth Carlini, Lucy Hospodarsky, Laurie Lenzini, Nora Loreda, Catherine Regalado; John Mitchell (director)

Absent: Bertha Chavez

Ms. Hospodarsky called the meeting to order at 7:03 pm.

Public Comments - None

President's Report

- Volunteers may sell cookbooks at Redhead Fest June 4-5, particularly during photo 6/5
- Reminder that board's Economic Interest statements due
- Board should review President's annual report as posted. Other committee reports are late and will be completed for next meeting. Website will be updated with reports.
- Ancel Glink visit may be scheduled for June or July if needed – Policy committee may have questions after their committee meeting.
- Attendance poll was taken for summer board meetings. President unavailable for June meeting but quorum still available. In July, will switch meeting to Thursday 7/21. Will look at 8/29 for August meeting. Changes to be posted to building and website.
- Officer elections will occur at May meeting. All current officers are willing to remain in positions.
- Director has begun IPLAR report. A draft will be ready by June 1 so president and secretary can sign while available.
- President reported on meeting with city manager about city hall location and development. Uncertainty and grant money mean library renovation will move forward. It was noted during discussion of various aspects that board owns deed to library.

Secretary's Report

Ms. Hospodarsky moved to approve the special meeting minutes of April 21, 2016 as presented. Ms. Lenzini seconded and the motion carried unanimously.

Communication

The director received an IMET update; received and researched a genealogy reference question; and received a recommendation for book clubs.

Treasurer's Report

Ms. Loreda presented the April financials and May invoices.

There was a question about incurring bank fees for depositing money – board wants to minimize fees and president will talk with bank about waiving fees.

Ms. Hospodarsky moved to approve May 2016 invoices presented, Ms. Regalado seconded, and the motion carried unanimously.

Proposed FY17 budget was reviewed, with the director reviewing payroll expectations. Director mentioned that new staff member will cover several departments. One position is still open. Bank service fees budgeted include cost of opening line of credit.

Ms. Hospodarsky moved to approve FY17 budget, Ms. Lenzini seconded, and motion approved unanimously. A note will be added to explain the negative balance, it will be collapsed as a finalized form, and sent to president for addition to website.

Librarian's Report

- Public comments received on collections. One suggestion was advertising from non-resident.
- Cataloguing ongoing now by staff using consistent procedures to work through backlog.
- Volunteer for window washing. Landscaping will be discussed with provider. Shelving has been added to reference area, will also be used to store additional materials.
- FOIA request received for annual reports for past several years.
- \$125 in cookbooks sold by volunteer Tracy Flavin.
- State Library is developing interactive Library Service Area map with boundaries.
- City is conducting a property appraisal and president will contact city manager about receiving a copy for library.
- Notice received on PPRT misallocation by state.
- Accountant has calculated unreceived PPRT for past years. President is reviewing spreadsheet; board would like her to pursue with city. This would be reflected as Accounts Receivable.
- New budget has additional IMRF position built in, but fewer staff overall.

Committee Reports

Personnel committee: Director evaluation form will be circulated to board. Director will also begin conducting staff annual reviews.

Policy committee: director noted staff would like to leave food policy as it stands. There have been issues with patrons bringing in food, and an ant/pest problem.

Old Business - None

New Business

The board discussed the GC contract for East Building renovation. Project would be completed within 120 days. Ms. Hospodarsky moved to approve GC contract to hire ATP Enterprises for East Building renovation, and Ms. Loreda seconded. The motion passed unanimously: voting Yes - Carlini, Hospodarsky, Lenzini, Loreda, Regalado

Ms. Hospodarsky moved to present the slate of officers as currently existing. Ms. Regalado seconded. The motion was approved unanimously.

There was discussion regarding issuance of non-resident cards. Ms. Regalado moved to not issue cards to non-residents, Ms. Hospodarsky seconded, and motion carried unanimously.

Ms. Regalado moved and Ms. Hospodarsky seconded to adjourn.

Meeting adjourned at 9:05 pm.

Next regular board meeting will be Monday, June 20, 2016.