

**Highwood Public Library Board of Trustees Regular Meeting  
October 16, 2017**

Present—Trustees: Lucy Hospodarsky, Laurie Lenzini, Patricia Lenzini, Nora Loredo, Catherine Regalado; John Mitchell (director), Diana Joren, Barbara Cizek (trustee candidates)

Absent: Bertha Chavez, Maribeth Kuebler

**Ms. Hospodarsky called the meeting to order at 7:05 pm.**

**Public Comments** - None

**President's Report**

The president introduced the two new trustee candidates who were in attendance, Ms. Joren and Ms. Cizek. They will complete city's application and be presented in two weeks to the Council. The president will attend the 10/17 City Council meeting where the tax levy is being discussed.

**Secretary's Report**

Ms. Hospodarsky moved to approve the minutes from the September 18, 2017 meeting. Ms. L. Lenzini seconded and the motion carried unanimously.

**Communication** - None

**Treasurer's Report**

Ms. Loredo presented the September financials and October invoices.

Ms. Hospodarsky moved to approve October 2017 invoices as listed plus a \$210 check to the cleaning service, Ms. P. Lenzini seconded, and the motion carried unanimously.

- City will not absorb \$400 cost for stoop plans approval and will provide invoice later, at which point it will be submitted for approval and paid. Director will alert president if any additional invoices come from city related to inspection.
- Finance Committee is meeting 10/17 and will discuss: restricting IMET Reserve out of fund balance; Freight/Processing charges to be assigned to Processing Supplies or Books; board meeting schedule as related to accountant visit timing; Biblionix charge as previously budgeted; quality of service and proposed cost increase
- Treasurer followed up on treasurer bond cost, which was found to be reasonable.
- Questions on financial reports were raised by board and accountant has corrected: Beck's A/C assignment, 10201 balance, memo lines.
- Ms. Loredo discussed the tax levy preparation – committee met to review budget and tax levy request of \$247,600, flat from previous year. There was a question on whether 40% increase for computer hardware was in line with technology committee discussion and plan.
- There was an update on remaining construction costs of ~\$50000 to pay on construction. After that outlay there will be \$48000 in reserves, which is below 3 months of operating expenses. Library has line of credit available to meet Reserves Policy (Wintrust would extend draw period beyond April 30, before next property taxes received, but maturity date would not be extended). President will request city help reimburse for fire alarm expenses.
- One time wire transfer from IMET for \$50000 will be done. There is no wire transfer fee at IMET but \$11 fee at Bank of Highwood.
- Merge \$65 from Capital Improvement account, keep \$10 balance.

## **Librarian's Report**

- Staff have viewed security videos; Director is waiting until Apollo issues resolved to create disaster and recovery plan for physical building.
- Director did not have a recommendation for library after reviewing literacy materials. He will talk to Ms. Van Arsdale about which programs are relevant to ESL.
- President confirmed there is no installation fee for water meter.
- Update on construction: architect and director have updated punchlist, will contact GC to address issues (straighten mirror, missing wall base in storage room, etc.) and then have final walkthrough.
- Fire alarm issue was described: issue discussed with panel, alarm, installer companies, and fire marshall. Trouble mode is not sending correct signal to fire department. Additional estimated \$1000 new cost for smoke detectors to be replaced by heat sensors in 2 rooms because of room function. This was not noted as requirement by marshall before detectors were installed. Director will create chronological narrative for president to take to city to alert of communication/process issues and receive assistance.
- Furniture needs to be transported from city storage to meeting room. City has a truck for driving and comm. service volunteers will help with move – Ms. P. Lenzini to share contact.
- YA and part of adult room carpets will be scheduled to be cleaned. Heavy duty cleaning in new space by library's regular cleaner. Director to ensure cleaning supplies are sufficient.
- Director to establish schedule in advance of Grand Opening including cleaning, moving, AV setup. On Nov 1 committee will review.
- Director noted issues with Apollo (sometimes can't view items a member has checked out, books listed as DVDs, unable to print including overdue notices). List being made prior to discussion with tech support. There are no instructions for Apollo and cataloguing has not started yet. Director anticipates that part will go smoothly.

Public comment via email and suggestion box:

- Request list or separation of newest DVDs so easy to find: staff will post lists of new DVDs, and library's new automated system lists newest additions to collection on catalog/website.
- Request expanded bathrooms to fit stroller: East Building renovation includes ADA accessible bathrooms.
- Request taller DVD shelves: library is considering different shelves for DVDs but is waiting until after renovation to install.

## **Committee Reports**

Building and Grounds: Has not met. Carpet cleaning was discussed. A changing table is needed for new bathrooms.

Finance Committee: met October 5 and already provided update during Treasurer's report.

Personnel Committee: met September 28 for director review.

Policy Committee: has not met, but have discussed Meeting Room, Meeting Room reservation form, and Food and Beverage policies. Approved policies must be put in policy binder, posted to website, e.g. Fund Balance, Meeting Room. Approved policies had not been updated on website. Director stated there is a written procedure available for staff on room reservation process. President requested director email staff regarding procedure for meeting room requests.

Technology Committee: reminded of tech follow-ups in meeting room, info for e-database usage and MMM vs eRead, suggestion to have e-access for periodicals in library. Looked into Survey Monkey and Constant Contact as communication options with patrons, but have decided to go with no-cost Google Forms and MailChimp for now, so no impact on budget.

## **Old Business - None**

## **New Business**

- Trustees reviewed first five chapters of Trustee Facts File. It was noted that director must ensure compliance with OMA. President will have draft agenda available Tuesday morning. Director must commit to post Thursday.
- Trustees had viewed security videos/slides for per capita grant requirement and discussed the Challenging Patron workshop.
- Grand Opening party scheduled Sunday Nov 5<sup>th</sup> 3:30-5 was discussed, and timing of preparations.
- Storage needs evaluation has not yet been done, possibly 10' x 20' space needed. Discussion about bringing all stored items over from Public Works before opening, versus selecting what to bring back.
- Patron survey was discussed. Electronic and paper versions are ready, now figuring out paper distribution. Dedicated computer for patrons to take survey can be established at the circulation desk. President noted director should email staff to formalize instructions on patron survey.
- Board discussed updates to current Food and Beverage Policy and concluded: library sponsored event is allowed to serve food. Consumption of alcohol prohibited unless served by the library. Food and non-alcoholic drinks are allowed to be served in the meeting room. Room has to be left in same condition as it was found. The library reserves the right to charge organizer a cleaning fee and deny future room reservations if room not left in acceptable condition.

Ms Regalado moved to approve Food and Beverage Policy as amended. Ms. Loredo seconded and the motion carried unanimously. Director will replace policy everywhere it is posted.

Board discussed minor update to the Meeting Room Policy. Ms. Regalado moved to approve Meeting Room Policy. Ms. L. Lenzini seconded and the motion carried unanimously. Meeting room application needs to be current with policy. All policies need to be correct on website and available to staff in binder/paper form at desk.

Ms. Hospodarsky moved to approve a FY19 tax levy amount of \$247,600, unchanged from FY18. Ms. P. Lenzini seconded and the motion carried unanimously. Ms. Hospodarsky will attend 10/17 City Council meeting to make a special request for money related to extensive fire system costs incurred.

Ms. Hospodarsky moved and Ms. L. Lenzini seconded to enter Executive Session related to 5 ILCS 120/Sec 2(c) 1 – personnel matters. The motion carried unanimously.

**Executive session entered at 9:53 pm**

**Meeting called back to order at 10:07 pm**

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

**Meeting adjourned 10:07 pm.**

Next regular board meeting will be Monday, November 20, 2017.