

**Highwood Public Library Board of Trustees Regular Meeting
April 17, 2017**

Present—Trustees: Laurie Lenzini, Nora Loredo, Catherine Regalado; John Mitchell (director)
Absent: Bertha Chavez, Lucy Hospodarsky, Maribeth Kuebler

Ms. Lenzini called the meeting to order at 7:07 pm.

Public Comments – None

Ms. Hospodarsky arrived at 7:10 pm

Ms. Kuebler arrived at 7:32 pm

President’s Report

- Reminder that Economic Interest Filing due May 1.
- Line of credit status – once resolution passed, loan officer will have paperwork for signing, probably this week. Fees will be booked for FY17.
- Trustees Chavez, Lenzini, and Loredo were re-appointed for 3 year terms on 3/21/17.
- President sent a thank you note to the Chamber of Commerce for reduced fees, and plans for working together.

Secretary’s Report

Ms. Hospodarsky moved to approve minutes from February 20, 2017 and March 20, 2017 regular meetings. Ms. Lenzini seconded and the motion carried unanimously. Ms. Hospodarsky moved to approve minutes from March 20, 2017 executive session. Ms. Loredo seconded and the motion carried unanimously.

Communication

- Letter received from Secretary of State awarding \$4196.66 Per Capita Grant.
- Pastificio sold \$65 of cookbooks.
- Mary Louise Franchini and Lucy Hospodarsky donated \$275 to the library as their portion of the Italian Women’s Prosperity Club funds. The club recently dissolved after 87 years of service.

Treasurer’s Report

Ms. Loredo presented the March financials and April invoices.

Treasurer has received documentation requested from last meeting.

Ms. Hospodarsky moved to approve April 2017 invoices as listed. Ms. Lenzini seconded, and the motion carried unanimously.

- Director to work with accountant as 5 memo lines still need to be changed.
- Balance sheet has been reformatted by accountant in response to questions. Error in decimal point was also found.
- City has now sent a bill for workman’s comp; would prefer to get invoice earlier.
- High medical insurance payments were related to an accountant setting in Quickbooks. Director may need to pay back some insurance. Accountants to rerun March reports and check if this is the reason insurance costs are triple previous month.
- It was noted that file dates on current revised board reports state 2014.
- Technology contractor getting paid for previous June now because of lost invoice.

- FY17 Materials budget will be overspent because of some staff confusion. Director will redo the order process.

Board reviewed FY18 budget. Tabs with historical data will be updated later. Director recapped changes including known PPRT, per capita grant values. Bank fees were increased in budget because of interest only owed in first year on loan. It was noted that fines on standard books are a small percentage of fines/fees/damaged materials income line. HRA bill from city should be paid in FY17. Apollo ILS annual fee needs to be updated by director in Membership Fee Licensing tab.

Ms. Hospodarsky moved to approve the FY18 budget. Ms. Loredó seconded and the motion carried unanimously. Ms. Loredó will prepare the website version.

Librarian's Report

- Director is in process of implementing HRMI recommendations.
- Director did not cover Apollo ILS at last staff meeting because not all staff were attending. Board discussed training staff, and turning system on May 1. Director to discuss with Mr. Knutson and Apollo and outline timing, configuration, and steps to implementation.
- Temporary shelves have been removed and collection weeded.
- Movie nights have resumed
- Krause work in East Building is complete. ATP work has resumed with plan to finish by May 1. Krause currently working in main building updating equipment.
- Patron services positions to be filled, with advertisements at RAILS and Trinity.
- Director to request invoice for FY17 spring cleaning of grounds.
- President noted that board must consider East Building flooring – possible donation? Explore with Chamber of Commerce. Director to email board with dimensions and requirements – ideally not carpet because a programming room; had previously picked out faux wood flooring. Board members shared ideas on sources of materials/donations.
- Use ILL requests to gauge where collection is deficient – idea from collection development seminar.
- Assess value if a duplication in E-Read and My Media Mall. Ms. Kuebler asked about how to publicize. There is a need to build email or text number patron database which will be in conjunction with ILS introduction.
- Electrical outlets request from patron– a strip added at fireplace and a strip can be added on east side of front door to extend further on outside wall to front table. East wall outlet by large table is currently behind bookshelves and inaccessible. Books and magazine requests noted.

Committee Reports

Finance and Renovations committee minutes have been posted to website.

Buildings and Grounds: Ms. Lenzini raised question about need for this committee. Bylaws can be reviewed for duties of this committee.

Personnel committee: Ms. Lenzini will send a copy of evaluation form to director for self-evaluation, and to board for completion by April 28.

Policy Committee

Ms. Regalado summarized the notes from last meeting. Ms. Hospodarsky commented that Finance committee looked at Fund Reserve Policy and wanted to run language about transferring funds by accountant.

Old Business

- There was discussion on Resolution to allow president to enter into a bank loan. President recommended loan for fixed rate, with bank doing loan modification for actual amount taken. The resolution allows president to execute bank loan agreement as shown in Exhibit A: no prepayment penalty, one year draw period for maximum of \$50,000, then 5 years payback period, at rate of 5.5%.
- Ms. Hospodarsky moved to adopt the resolution authorizing library board president to execute agreement with Lake Forest Bank and Trust to execute business loan. Ms. Loredó seconded. Hospodarsky, Loredó, Lenzini, Regalado, Kuebler voted Yes and the motion passed unanimously.

New Business

- Discussion and approval of FY18 budget was addressed under Treasurer's Report
- Patron survey draft was discussed. It was suggested to add to Google docs to get board shared input for staff or volunteer to compile. Other suggestions include:
 - Specific: rephrase reciprocal borrowing. Correct typo. Gender necessary? Programs question is missing. Allow to add comments at end. Question on hours. Easier to give several options for respondents to choose from on dates open. Board wanted option for online survey but director not in favor of this. Use survey to get email distribution list for communication on programming.
 - General: Shorten. How to ensure one to a household, no duplicate data, but how to cover age range of users if adult is responding? Mailer should offer as much info as possible since library will pay postage.
- There was discussion of eliminating fines for late return of standard books. Director said he and staff are not in favor. He stated staff already accommodate patrons who cannot pay. Currently privileges are frozen at \$5 fines. This limit could be raised as some patrons pay down to this level. There was discussion on philosophy of welcoming attitude toward patrons versus fighting over fines, and on accountability. Can there be a cap on fines or a different lower cap for kids? Can fine amnesty be offered 1 day/year? How would a change be communicated to community? Board interested in getting other perspectives on this from the community before final decision.
- Ms. Hospodarsky moved, and Ms. Regalado seconded Tutors Policy and motion carried unanimously.
- Fund Balance policy was tabled.
- Ms. Hospodarsky moved to approve Meeting Room Policy, Ms. Regalado seconded, and the motion carried unanimously.
- The board reviewed FY18 board meeting calendar and there was a question about moving meeting time earlier. Ms. Hospodarsky moved and Ms. Regalado seconded to approve board meeting calendar, and the motion carried unanimously.

President reminded board that officers will be elected at next meeting. Director will not be in attendance.

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

Meeting adjourned at 9:46 pm.

Next regular board meeting will be Monday, May 15, 2017.