

**Highwood Public Library Board of Trustees Regular Meeting  
December 17, 2018**

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

Absent: Bertha Chavez

**Ms. Hospodarsky called the meeting to order at 6:08 pm.**

**Public Comments - None**

**President's Report**

- President still to request from consultant a bound copy of strategic plan for public consumption.
- President to check with city council on timing of city storage lease mentioned in council packet. B&G will make a list of junk items.
- Staff meeting was held, president and secretary attended, and B&G issues have been circulated.
- Sherlock Holmes reading club coordinator contacted president about staff concerns with alcohol served at holiday party. This was against policy but previous director allowed. Staff suggested an annual contract with groups, with reminder of policies, to avoid future confusion.
- President wrote holiday cards, distributed bonuses, adding a contractor within budgeted amount.
- Staff and Trustees need to watch one free online webinar about serving people with disabilities. Trustees to review Chapters 6, 10 of Trustee Fact File, learn about IL Veterans Remembrance Project. Staff to read and report on Chapter 8, Public Services: References and Reader's Advisory from the *Serving Our Public 3.0 Standards for IL Public Libraries*.

**Secretary's Report**

Ms. Hospodarsky moved to approve the minutes from the November 19, 2018 regular meeting. Ms. P. Lenzini seconded and the motion carried unanimously.

**Communication**

- Ms. L. Lenzini has discussed panel alarm call and remedy with fire department.
- HPFD listed 2 items from inspection to be remedied: proof of annual inspection and children's room exit light battery replacement. Work is done, and will be inspected again in 30 days.

**Treasurer's Report**

Ms. Loredo presented the November financials and December invoices. Ms. Hospodarsky moved to approve December 2018 invoices as listed in the Check Detail, with the addition of check #1583 for \$278.84 for tables reimbursement, #1584 for \$425 for gift cards, #1585 for \$19.50 for Impact Networking, and #1587 for \$210 for cleaning services. Ms. L. Lenzini seconded, and the motion carried unanimously.

Ms. Loredo will follow up again with the accountant on several questions regarding invoice splits, expense detail corrections, unemployment expense, payroll expense.

**Ms. Chavez arrived at 6:27 pm**

**Librarian's Report**

- Library participated in the Chamber of Commerce Norman Rockwell Holiday Celebration and Cookie Walk on November 24, supplying cookies.

- As previously mentioned, continuing education has been assigned in preparation for the Per Capita grant and FY2016 expenditure report due January 15, 2019.
- Periodical/magazine list with expiration dates needed – staff is helping.
- Ms. Joren is looking at adult programming, a possible Beatles program, and possible cost share with another organization.
- Ms. Joren and Ms. Cizek investigated Ancestry.com at another library and with the Highwood Historical Society.
- 90 day evaluations for new employees will be conducted.

### **Committee Reports**

**Building and Grounds:** The committee reported they and their families helped with some needed tasks. Beck's was called for the cold children's room. Bathroom light timers were adjusted. Ms. Joren identified a person for handyman and snow shoveling, with monthly invoice, insurance, and staff signing off on jobs. His information will be sent to the treasurer. Fire items still a project for committee to understand. RED system authorization agreed. New lightweight tables were purchased for meeting room. Tuckpointers fixed the I-beam and it's ready for the roofers, who have just started. In the spring we will see if leaks are resolved or whether picture window needs to be replaced. After that, window treatments will be added to meeting room window.

**Technology:** Ms. Regalado reported the tech consultant sent a new OPAC computer and new Ethernet cables. Staff assisted in set up. Auto-renewal with Apollo is implemented. Accountant to connect with Mr. Knutson re laptop setup.

**Search:** Ms. Hospodarsky reviewed the director search, recommendation, and contingent offer.

### **Old Business**

- Finance and Personnel annual reports are still in progress.

### **New Business**

- Ms. Regalado moved to dispose of old meeting room tables other than the large board table, Ms. L. Lenzini seconded, and the motion carried unanimously.

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

### **Executive Session entered at 7:17 pm**

**The meeting was called back to order at 7:26 pm.**

Ms. Hospodarsky moved to approve the hiring of Carmen Patlan for the position of Library Director, beginning the first week of February. Ms. P. Lenzini seconded and the motion carried unanimously.

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

**Meeting adjourned at 7:29 pm**