

**Highwood Public Library Board of Trustees Regular Meeting
October 17, 2016**

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

Absent: Laurie Lenzini

Ms. Hospodarsky called the meeting to order at 7:04 pm.

Public Comments - none

President's Report

- Director will decide whether to participate in Highwood Holiday lighting event Saturday Nov 26th— perhaps hand out candy and info on library. Trustees to notify if available to help.
- Next City of Highwood/Library working meeting is 11/9 - FGM to present design

Secretary's Report

Ms. Hospodarsky moved to approve the regular meeting and executive session minutes of September 19, 2016 as presented. Ms. Loredo seconded and the motion carried unanimously.

Communication

Director reported on various communications received and disposition, including referrals to Historical Society.

Treasurer's Report

Ms. Loredo presented the September financials and October invoices.

Ms. Loredo moved to approve October 11-17, 2016 checks, #1163-1172. Ms. Hospodarsky seconded, and the motion carried unanimously.

- Director still to follow up with apparent accounting split issue showing Zinio \$900 over budget.
- WTCox service fees were placed in Adult Periodicals line but should be moved to Other/Misc line and line title changed to be more descriptive.
- Director waiting response on IMPACT copier credit
- Payroll liability check still doesn't appear but report will be modified to show in future
- Chicago Metropolitan Fire Prevention Co. fee was for inspection of system. Motherboard found to be bad; this can be submitted to insurance. This is separate from door closure repairs also to be submitted to insurance
- Baker & Taylor check #1165 for \$8.67 coded to Maintenance Services should have gone to 52650 Processing Supplies.
- Check for monthly accounting services has been voided but not yet in system – director to follow up with accountant to make sure fees match months of services.

Librarian's Report

- Live and Learn Quarterly report was sent to state library; ILL survey is complete.
- Halloween party held last weekend. Board heard several compliments about the party.
- Kindergarten classes (90 kids) visited on a field trip from Oak Terrace
- Recent disciplinary issues with some children have been resolved
- K9 Reading Buddies program beginning 10/18, kids signed up, will be follow up phone calls
- Children's librarian presented at the Oak Terrace Open House.

- New Zens carpet quotation not yet obtained because it is for end of project
- When Finance committee meets, they will also review bank signature card needs.
- Open position has been posted and will be reposted

Committee Reports - None

New Business

- Director has been meeting with various people about the fire alarm system. Estimated \$1200 to upgrade motherboard. East building renovation progress is on hold until fire alarm system drawings are available to show where to put conduits. Drawings will be for entire library. Main building has old zone system but addressable system now required. New system should be expandable. President will also reach out to City Manager so City is aware of unforeseen costs library is facing, and need for funds.
- Finance committee will meet to discuss director's draft budget including salary and staffing calculations. Draft is 4.3% increase over last year. Special meeting will be called for board to approve final version for FY18 tax levy request.
- After board reviewed quotes, Ms. Hospodarsky moved to hire Infinity CAD Design to draw up plans for fire system for entire library building. Ms. Regalado seconded and the motion carried unanimously.
- Drawing bid is separate to ensure no additional delay in East Building Construction. Timing for next steps was discussed. Drawings available by October 28th, fire department to approve, then public notice/bidding with minimum time. Special board meeting may be needed for bid approval.

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

Meeting adjourned at 8:46 pm.

Next regular board meeting will be Monday, November 21, 2016.