

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

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

Absent: Bertha Chavez, Maribeth Kuebler, Patricia Lenzini

Ms. Hospodarsky called the meeting to order at 7:01 pm.

Public Comments - None

President's Report

- Staffing: two new staff have been hired, with one bilingual. Some hiring processes are being formalized and improved. Volunteers are filling some times temporarily. In 9/29 staff meeting president will share strategic plan and introduce staff to suggesting projects that take advantage of their strengths and skill sets.
- Chuck Wixom, active Highwood volunteer, recently passed away and selected the library to be the recipient of any donations.
- Scott Coren suggested presenting library's Strategic Plan to the city. President will discuss at tomorrow's COW meeting, 6 pm. Everts Park strategic planning process could be connected.
- There was some discussion on the patron survey and library patronage.
- Clucker's grand opening donated 10% of receipts to the library.

Secretary's Report

Ms. Hospodarsky moved to approve the minutes from the August 18, 2018 regular meeting and September 4, 2018 special meeting. Ms. L. Lenzini seconded and the motion carried unanimously.

Communication

- Mr. Mitchell completed grant report for \$2500 special books grant; president will file by Oct 15.
- Communications from energy saving companies soliciting business were forwarded to B&G.
- Board agreed to post links on webpage to average student loan debt, as solicited, also mentioning we have current, available, college prep materials.
- Suggestion from Murphysboro Library: Million Words program (\$300/yr) – board agreed it would be a good link to schools and to forward to Maria.

Treasurer's Report

Ms. Loredo presented the August financials and September invoices. Ms. Hospodarsky moved to approve August 2018 invoices, Ms. L. Lenzini seconded, and the motion carried unanimously. Finance questions included: IMRF being doubled this pay period; confirming director final paycheck, workers comp, and CMFP bill from a year ago. Back stoop will be coded to East Building construction. 54200.2 Back to Books overspent so extra should be assigned to other materials category expense.

Librarian's Report

- President will check with Pat on whether check was deposited from Mrs. Gladys Credi – a gift to library on occasion of 104th birthday.
- Director did not provide July statistics report. Some July and all August statistics were prepared by board and staff members and tech consultant.

- ILL survey for past FY due to state library.
- A DHS student offered to provide a STEM workshop she's developed called Girls Step2IT for girls in grades 4-8. She is checking to see if there are sufficient computers for program.
- Some programming options have come in: Legal Aid Clinic, Health Advocate Workshop
- Meeting room: used by K9 for training, by City for Everts Park strategic planning, by several groups with Bertha.

Committee Reports

- Personnel: Ms. Lenzini conducted an exit interview and shared feedback: communication was an opportunity; give everybody more to do; add to the website.
- Building and Grounds: faxed ESSCOE contract for annual service alarm inspection. Pest control to come in for quarterly pest spray. Met with Scott Coren regarding roof. Scott is helping with those bids. Burke city engineers are looking at East Building façade and steel plate. It will be approximately \$2000 to remove steel plate and better evaluate. CCBell will do the work.
- Finance: will meet for tax levy budget
- Technology: Consultant is monitoring things remotely – including phone/internet outage, and catching things like printer drum replacements. Two servers were ordered to replace 5 year old ones, which we will install. Mr. Frye is working to implement the Kindle Fires that were not processed by director. They will be added to collection with circulation policies and staff instructions. There was a suggestion to make a digital projector available for circulation.

Old Business

- City manager did not believe that director arranged removal of items from City storage.
- Finance, Personnel, and President's annual reports are still in progress.

New Business

- Discussion of Strategic Plan: Board discussed original architect plan of the shared community services center. Some still have concerns of sharing space with police. With smaller space available, it would be helpful to know when computers are most used, max number used. Building change is a chance to look at services differently, and upgrade. Different architect and library consultant could be used to review plan and shift 3 components' needs now that library patron priorities are known, desire to keep fireplace, etc. Shared center might not have to wait for a builder on city hall site to be planned. Library is at a critical juncture right now because of building repairs. Board agrees to the positives of center, and benefit of moving faster with strategic plan. There was discussion of pitching East Building roof as part of new design.
- Approving strategic plan was tabled pending presentation to city council for feedback.
- President led discussion of recruiting effort for new director, a community engagement/ operations director. We will be creative in candidate pool. A firm will prescreen pro bono, search committee screens a group, then brings 3 candidates to board for interviews. President has drafted a position description which was reviewed.
- Ms. Regalado moved to retain the closed status of currently closed executive session minutes. Ms. Hospodarsky seconded and the motion carried unanimously.

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

Meeting adjourned at 10:16 pm.