

**Highwood Public Library Board of Trustees Regular Meeting  
December 18, 2017**

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

Absent: Bertha Chavez, Barbara Cizek, Diana Joren, Patricia Lenzini

**Ms. Hospodarsky called the meeting to order at 6:04 pm.**

**Public Comments - None**

**President's Report**

- The president brought cookies for staff tonight.
- The president got 3 bids for the East Building window treatment, with a roller shade looking the most practical, but leakage around window/front wall must be repaired first.
- The president will investigate a plaque for East Building for next meeting. State library requires their funding to be posted on the plaque.
- Press release on East Building opening was drafted by president and will be issued through city's PR firm in multiple outlets.

**Secretary's Report**

Ms. Hospodarsky moved to approve the regular minutes from the November 20, 2017 meeting. Ms. L. Lenzini seconded and the motion carried unanimously.

**Communication**

A suggestion was received to add terms and committee assignments to board info on website. Director will update website. President was unable to find trustee list in shared drive to find terms. Staff member notified director by email of a patron complaint about children's DVDs in adult section and vice versa. Staff has now reviewed all juvenile DVDs for correct cataloguing, and director will follow up reviewing that all movies are classified properly. Director will look into policy and Apollo capabilities on checkout of adult section movies to children. Patron also found swizzle sticks on shelves after event. There was also a complaint about messiness of E category children's books.

**Treasurer's Report**

Ms. Loredo presented the November financials and December invoices.

Ms. Hospodarsky moved to approve the December 2017 invoices, Ms. L. Lenzini seconded, and the motion carried unanimously.

- Liability/property insurance was discussed again. Library is paying twice this FY because billing from city has always been 1 year behind in past, but dates were changed in 2016. Director is working with city on summarizing all timing and bills to library.
- Accountant recategorized some miscellaneous income today from error president caught.
- Retainage will be removed from accounts once ATP is paid in full – check approved this day.
- Allocations were incorrect for B&T subscription. Accountant has asked director to notify when allocations needed, though dates are indicated on invoices.
- Adult periodicals will be reviewed by accountant and director to figure out allocations and why costs are over budget.
- Freight charge should no longer go to processing fees but be split evenly between book categories in a purchase, as preferred by board treasurer.

- Final ATP bill covers contract and change orders. Discussion of account balances – could keep money in IMET or move money to operating budget. Board recommends to transfer \$50000 from reserve fund and \$65 from Capital Improvement account into the General Fund now. Director to ensure no maintenance fee at IMET for leaving account open.
- Director to follow up on Pioneer Press invoice to ensure correct subscription term dates.

### **Librarian's Report**

- Director will complete disaster and recovery plan for physical building by Jan 1; city cannot help.
- New building signage related to renovation has been ordered.
- A staff member has resigned.
- Staff meeting notes not yet on drive. Director is still working on cleaning up shared drive.
- New staff room is still not being used as furniture has not been moved for that room or meeting room. Board encourages this to be done very soon.
- Per Capita grant is due Jan 15. President has reviewed draft and will leave comments with director.
- Live and Learn grant quarterly report is due December 31. Director to post the L&L draft into the shared drive and notify board. A final project report will also be due to state library. Director to investigate official paperwork needed.
- Director contacted NYT about digital access in the library, authenticated by IP address. Further info will be obtained but likely an additional charge.

### **Committee Reports**

Building and Grounds Committee - committee had posted report for board. Tuckpointing is the higher priority. They recommend delaying fixing roof until next fiscal year. 3 professional opinions agree leakage at front of East Building is not due to roof. Committee recommends sealing at roof around pipe soon, repairing hallway leakage, for \$200.

Finance Committee did not meet.

Personnel Committee – met with director November 30. Director provided goals as followup to annual review. Committee will meet again mid-January.

Policy Committee did not meet.

Technology Committee: met and posted report for board. Committee compared RB Digital to eRead and director recommends discontinuing RB Digital. Director will inquire about prorating refund. Before cancellation there will be further testing of eRead, and board requests a transition plan including a courtesy notification to current RBD users.

### **Old Business – None**

### **New Business**

- Ms. Regalado moved to approve state required Harassment Policy, Ms. Hospodarsky seconded and the motion carried unanimously.
- Ms. Hospodarsky moved and Ms. Regalado seconded to approve the holiday closings calendar for 2018. The motion carried unanimously.

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

### **Meeting adjourned 7:12 pm.**

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