

**Highwood Public Library Board of Trustees Monthly Meeting
January 18, 2016**

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

Ms. Hospodarsky called the meeting to order at 7:02 pm.

Public Comments - None

President's Report

- City has list for Statement of Economic Interest and notices will come to highwoodlibrary.org emails.
- Board reviewed Per Capita Grant Chapter 5 Technology by email. Technology Committee will meet and review action plan that originates from Edge entries. President will join.
- President is meeting with volunteer regarding cookbooks – potential to reach out to real estate agents.

Secretary's Report

Ms. Hospodarsky moved to approve minutes of the December 21, 2015 meeting, Ms. Lenzini seconded, and the motion carried unanimously.

Communication

President may attend upcoming Commerce dinner. IMET update was received. Illinois tax forms will be in limited supply.

Treasurer's Report

Ms. Loredo reviewed the December financials and January invoices.

- Cash withdrawal to pay Santa programming vendor was atypical.
- Per capita grant money will be spent soon to ensure spending before FY end.
- Engineering drawing and other renovation expenses to be charged to Live and Learn grant until grant money is spent.
- Director will investigate line copier repair should be charged to and where income from insurance went.
- Ms. Hospodarsky had reviewed of reimbursement to the city for county overpayment of property taxes of \$12,722.79. Director will request an invoice from city finance director and will send check once that's received.

Ms. Hospodarsky moved to approve January 2016 invoices presented, Ms. Regalado seconded and the motion carried unanimously.

Ms. Hospodarsky moved to reimburse city \$12,722.79 representing overpayment by county on tax levy, to be paid upon receipt of invoice from the city. Ms. Lenzini seconded and the motion carried unanimously.

Librarian's Report

The director reviewed his report and highlighted several items:

- Annual ILL report was submitted, certification by IL state library complete, Lake County certificate of status of exempt property
- Per capita grants were submitted, are in shared drive
- 3Q Live and Learn Construction grant was submitted

- RAILS website redesign - non-resident card info submitted.
- Staff held Christmas party
- Boy Scouts used meeting room space.
- Family Network is adding additional tutors for the 12 students.
- Question for followup on whether USWeekly going to be available via Zinio. It had been discontinued but is on list of 50 supplied by Zinio.
- Adult programming suggestion Be@Ease – director will respond that it will be considered when meeting room available.
- Patron request for Time Magazine – board requested to add when magazine subscriptions renew, possibly remove another magazine that isn't getting much attention.

Committee Reports:

Finance Committee:

Bank of Highwood/Fort Sheridan to change 2 Illinois Funds accounts, which were changing to money market accounts. FDIC limit on 3 accounts is \$250,000 – there are 2 options for insuring library accounts which will occasionally go over that amount. Signatures were changed on accounts.

Renovations Committee:

Bid invitation will be published in 2 weeks. March 11: bids will be opened in public meeting. Renovation committee will meet first half of that week – meeting open to all. Committee will make recommendation. Board will vote on recommendation at March board meeting. Architect submitted drawings to city. Revisions are needed and the drawings will be resubmitted. KTJ, city attorney, will be engaged to review bid packet.

Old Business

Remodeling is expected to be a 4 day process, requires closing library Thursday. Shelf movers will be hired via Zens. Staff will assist with moving books. Board will also volunteer to help and can be notified if needing immediate help. January 28-31 are proposed moving dates. Unknowns are carpet condition from Public Works and carpet adhesive. Plan B to be developed for carpet.

New Business

There was discussion and review of disposal of items. Director wished to add current Express Computer tables to the list. Podium has been reserved to save for meeting room. Could puppets be given to a local daycare? Electronics should go to electronic waste. Disposal will be coordinated with dumpster here for carpeting.

Director reported he was unable to get new circulation desk as donation after all.

Director is to manage/review architect billing.

Ms. Hospodarsky moved to approve disposal of items, including express computer tables. Ms. Loreda seconded and the motion carried unanimously.

Ms. Lenzini moved to close the library on Thursday January 28 for remodeling purposes. Ms. Hospodarsky seconded and the motion carried.

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

Meeting adjourned at 8:34 pm.

Next regular board meeting will be Monday, February 15, 2016.