

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

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

Absent: Maribeth Kuebler, Patricia Lenzini

Ms. Hospodarsky called the meeting to order at 7:10 pm.

Public Comments - None

President's Report

- President sent a letter of congratulations to Pastificio, celebrating their 40th anniversary.
- President updated board on her meeting with Highwood Historical Society board regarding space availability. She noted that Library already has passed a resolution on city space partnership.

Secretary's Report

Ms. Hospodarsky moved to approve the minutes from the September 6, 2017 special meeting. Ms. L. Lenzini seconded and the motion carried unanimously.

Communication

- A solicitation was received from the Highland Park Fire Department.
- Communications received via website: 2nd request to add Trump to poster of US Presidents in children's room. Director said that poster additions are not available. Board advised director to delegate removing outdated poster and looking for a new source. A patron had difficulty accessing MMM. Director indicated this is because patron lists are uploaded once a week. A notice of October as Domestic Violence month and an A Quindlen book recommendation with programming offer was received. Board members were interested in exploring. President agreed that a public library is the proper venue for awareness and public service announcements. As there is a need for more adult programming, she asked director to be open to new initiatives and programming.

Ms. Patricia Lenzini arrived at 7:21 pm

Treasurer's Report

Ms. Loredo presented the August financials and September invoices.

Ms. Hospodarsky moved to approve September 2017 invoices as listed with the exception of check #1314 for \$400 to City of Highwood until invoice received from city. Ms. P. Lenzini seconded, and the motion carried unanimously.

- Accountants have corrected and updated Zinio balancing.
- More info for memberships still needs to be entered into budget worksheet
- Director made a list of construction remaining as of 9/18/17 for account transfer purposes – total is \$48,449.45. Finance committee will meet to figure out how much needs to be drawn from IMET reserve account to make one withdrawal and associated fee. Handyman will finish and paint unfinished ramp.
- Library lost window to coordinate with city for concrete pouring for emergency exit stoop at lower cost. Architect estimated \$5000 cost. Opening and use of East Building does not need to be delayed for stoop completion.

- Negative book standing orders in May, June have been corrected.
- Treasurer will follow up on Zabinski suggestion of treasurer bond cost.
- There is continued difficulty with accounting.
- Oct 5 Finance meeting will address restricting IMET Reserve out of fund balance.
- Director must go back, ensure only one correct version of reports remains on shared drive
- \$400 charge from city for inspection of stoop. President will follow up with City Manager on that and previous example of city charge (\$870 for fire alarm review, June minutes) to see if reduction/waiver possible.
- Director must get actual invoices (e.g. from city) before check can be paid. Invoice received was actually from Phoenix Midwest Consultants.
- Comcast backup documentation needed.

Librarian's Report

- Per capita grant requires trustees to review video on library security. Staff also have requirements which they started on at the staff meeting. Literacy is a focus this year. Due date unknown but trustees will try to complete for next board meeting. Director will send out link only to recommended security video. Director will review literacy materials and make recommendations for this library. Trustee Facts File is in the board packet.
- Gang signs / graffiti outside were sandblasted by City.
- New checkout system Apollo is to be installed Thursday/Friday of this week. Staff have been working with database, but have not taken webinar. Cataloguing and behind the scenes will be different, including different fields. There are no instructions yet for how to catalogue in the new system, and board advised not to catalog until instructions in place. Director is working on list for new categories. Announcement needed on website when system will be down. This could be given a good spin, or separate press release to make positive announcement to the public.
- Water meter installed for old bathrooms. Want to ensure we don't want to pay for installation, especially when will be disconnected soon. Not currently being charged - President will check with city manager.
- Target donations require significant lead time and children's librarians will plan ahead for next year's summer reading program.
- Director will meet next week with Girl Scouts leader regarding meeting room.
- Carpet was cleaned in children's room but other rooms will be postponed until construction done.
- Children's librarians to make connections at HP Library for Book Match selection notification.
- Construction update: still need some sinks in bathrooms, and ramp work, doors stained, and hardware. Latest estimated completion end October. Director to email GC for completion date.

Committee Reports

Building and Grounds: committee met on August 17 and circulated report. Ms. L. Lenzini reported on fire alarm. Radios must be replaced (\$1135) with CMFP. Also one AC unit condenser broken, to cost ~\$3000 to fix now or \$200 to reserve part and revisit in March. Board agreed to spend \$200 now and wait to repair. Board agreed GC should remove old bathroom fixtures as originally contracted.

Finance Committee: will meet October 5

Personnel Committee: meeting September 28 for personnel review.

Technology Committee: committee met August 28 to discuss Apollo implementation. There were problems in original testing conversion though Biblionix has prior experience with Follett. Committee also discussed coordination for technology consultant's portion of work including Ethernet drops, and also identified tech needs for meeting room – projector mount, cables, etc. Committee discussed suggestion of e-access for periodicals within library, with staff to investigate.

Old Business - None

New Business

Discussion of lease for Konica Minolta copier, now that contract ended. Director recommends to continue leasing current rather than leasing new. Ms. Hospodarsky moved to approve lease for old copier. Ms. Loreda seconded and motion carried unanimously.

There was discussion of public Wi-Fi access while library closed – currently Wi-Fi is on 24 hours, but there has been property damage from people using Wi-Fi outside building and exterior electrical outlets. Furnace room window was kicked in, now boarded up. Air conditioner was damaged. Police had requested Wi-Fi to be off when library closed. People have been observed using Wi-Fi outside sitting on A/C unit even during opening hours, so limiting Wi-Fi will not solve that. Ms. Hospodarsky moved to have Wi-Fi on a timer from 9 am to 9 pm, with override possible for late meetings. Ms. L. Lenzini seconded, and the motion carried unanimously.

There was discussion regarding party to introduce public to renovated East Building. Hospodarsky, P. Lenzini, Regalado will meet to plan, with Sunday afternoon date most likely. Probably will not choose Home for Holidays date because too many will be out of town.

Ms. Regalado moved to keep current status of executive session minutes, Ms. Loreda seconded and the motion carried unanimously.

Discussion of space needs of Highwood Historical Society: President mentioned to HHS possible usage of the old bathroom spaces using their money to renovate. HHS looking for space for display cases. There will be some wall space in new meeting room. Also a portion of library storage space is possible, but our space needs are unknown. Director has inventoried the public works storage, but now needs to evaluate what is needed so library storage needs confirmed. Probably at least 10' x 20' space needed. Any HHS use parameters would need to be very clear via contract which city manager would assist with.

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

Meeting adjourned 9:45 pm.

Next regular board meeting will be Monday, October 16, 2017.