

**Highwood Public Library Board of Trustees Regular Meeting
December 19, 2016**

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

Absent: Bertha Chavez

Ms. Hospodarsky called the meeting to order at 7:00 pm.

Public Comments - None

President's Report

- The president reported on the tax levy request at December 6 City Council committee of the whole meeting. She and 2 trustees attended; president updated council on fire alarm cost from bids. Council wanted to keep overall tax flat but agreed that library would receive ~\$247,000. Contrary to council packet memorandum, president has verbal commitment from city manager that resolution so reads, to be voted on at 12/20 council meeting.
- President obtained holiday gifts for staff.
- Resident comment at city council meeting regarding library and budget was recorded and board members have viewed online. President addressed the points and can address city council on library state of affairs on a periodic basis as we no longer have a council liaison.
- Website must be kept updated by staff. This includes calendar, programming, committee meeting minutes. Further discussion needed on whether board packet to be posted to website.

Secretary's Report

Ms. Hospodarsky moved to approve the meeting minutes of November 21, 2016 as presented. Ms. Lenzini seconded and the motion carried unanimously.

Communication

Director reported on communications received, including holiday cards.

Treasurer's Report

Ms. Loredo presented the November financials and December invoices.

Ms. Hospodarsky moved to approve December 2016 invoices and \$1000 transfer from general fund to convenience fund. Ms. Lenzini seconded, and the motion carried unanimously.

- Question on balance sheet – transfer from IMET to General Fund occurred in December.
- Adult programming item will be transferred to appropriate category
- Request to have statistics report detail on “other programming” reformatted.
- Director requested general fund check to build up debit account.
- No bill submitted this period by general contractor.

Librarian's Report

- Public comments were received by email. Free technology disposal offered; research question on Highwood music venues forwarded to Historical Society; collection request Nanobots for Dinner. Because of many ‘advertisements’ received, board suggests limiting fulfillment of collection suggestions to those with Highwood library cards. Proposed astronomy program possible in nicer weather.
- Director will prepare website update for technology – board wants to ensure that all content areas are being actively managed.

- Christmas lights were put up and outlet will be repaired.
- There was an incident report for behavior.
- Second bidding for fire alarm system held, including expanded panel. References were checked by Renovation committee and recommendation made to go with lowest bidder.
- Programming highlights included Santa visit and Chamber Holiday Lighting event.
- Tech consultant and director to establish detailed plan and steps for software upgrade. Inventory and cataloging system reconciliation is needed first.
- Joining CCS consortium (shared catalog) is \$71,000 and SWAN is more costly. We are members of OCLC but our holdings aren't updated in the system. Director feels we shouldn't update in OCLC until inventory is complete.
- President has been talking with director on timing for strategic plan.
- Director talked with FGM briefly, will further discuss library design with them.
- City has changed insurance carriers with higher deductible. Director will follow up with city manager again to see if inspection/bad motherboard damage can be part of original claim.

Committee Reports

Personnel committee will meet regarding staffing.

Technology committee to meet.

Finance committee met on 12/8/16 to approve revised ATP change order #1 reviewed previously by director and architect. Change order results in extra \$9960 renovation cost.

New Business

Board reviewed Chapters 1 Standards, and Chapter 6 – Access, for Per Capita Grant.

- Question about membership in ILLINET; director says we are not members and do not put holdings on. Director said that when inventory is completed holdings can be made available on ILLINET and OCLC.
- Need disaster and recovery plan for physical building, and evacuation plan. Tech committee will review holdings backup practice again.
- How library meets community needs should be reviewed a minimum of every 5 years; ties in with planned community survey
- Website should be updated weekly.
- Per Capita Grant is due Jan 15. President will review. Director to add grant writeup and chapters to shared drive board packet and rename director reports to current month.
- Board will look to see whether Code of Ethics of the ALA was adopted in the past
- Board reviewed Question 6 and offered suggestions for director to compose.

Ms. Hopsodarsky moved to approve selection of Krause as lowest bidder on fire alarm system, for \$26,070 including expandable panel. Ms. Lenzini seconded and the motion passed unanimously.

Ms. Hospodarsky moved to amend 2016 library closure calendar to add December 26, 2016 to closures. Ms. Kuebler seconded and the motion carried unanimously.

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

Meeting adjourned at 8:47 pm.

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