

**Highwood Public Library Board of Trustees Regular Meeting  
February 19, 2018**

Present—Trustees: Bertha Chavez, Lucy Hospodarsky, Maribeth Kuebler, Laurie Lenzini, Nora Loredo, Catherine Regalado

Absent: Barbara Cizek, Diana Joren, Patricia Lenzini, John Mitchell (director)

**Ms. Hospodarsky called the meeting to order at 7:25 pm.**

**Public Comments** - None

**President's Report**

President attended Highwood Chamber of Commerce Annual meeting and dinner and spoke to attendees. Plaque has been purchased and a place to hang outside meeting room was decided.

**Secretary's Report**

Ms. Hospodarsky moved to approve the minutes from the January 15, 2018 meeting. Ms. L. Lenzini seconded and the motion carried unanimously.

**Communication**

There was an emailed offering of craft programming - waiting to hear director's contact outcome. President offered to contact a gardening program possibility.

**Treasurer's Report**

Ms. Loredo presented the January financials and February invoices. Ms. Hospodarsky moved to approve the February 2018 invoices except for check #1407 for \$1854.61 to City of Highwood until auto liability insurance is discussed with city. Ms. Regalado seconded, and the motion carried unanimously.

The board agreed that furniture moving should be reclassified as a renovation expense. Other finance questions unanswered by director will be raised by president as he was not in attendance.

**Librarian's Report**

The board had read the librarian's report. Discussion on wifi hours was prompted by public comment and city input. Hours had already been restricted to 9-9 to accommodate opening times and programming. Public password would not be effective. Board proposed more lights, like dusk-to-dawn spotlight, and cameras around parking lot to help with loitering. Director should inventory current exterior light position and timing and respond to city.

**Committee Reports**

Building and Grounds Committee

Ms. Lenzini reported on committee meeting and work. They are waiting to see if crack by meeting room entry is just from settling after new wall/beam install. Tuckpointing quotes have been obtained related to exterior wall leaks. Finance committee will look to see if money available this FY to make repairs including possible steel beam. Mr. Knutson has added trim on ramp, some painting. Carpet squares in East Building entry have been reglued. Faulty hardware on staff lounge door has been replaced. Ms. L. Lenzini has requested director to determine point of contact (Chicago Metro Fire v ESSCO) in case of fire system issues, especially while under warranty.

Finance - committee is meeting next week

Personnel – will conduct follow up performance meeting with director in April.

Technology – committee will meet soon. Some trustees to test out eRead. Board discussed interest in possible technology training programs for public on eRead, Zinio, MMM.

### **Old Business**

Ms Regalado reported on patron survey result discussions with Ms. P. Lenzini and Ms. Hospodarsky on compiled verbatim feedback. President will meet with Ms. Regalado to further discuss, then meet with director to plan action on some feedback. There was discussion on the requests for increased hours, which will be revisited.

Disaster Plan draft was provided by director. Needs spelling and content edits including reference to patron behavior policy; president is assisting. Director to review with staff, add schematic with exit plans posted throughout building, and to conduct drills as needed.

Need for “quiet” in various sections of library was discussed. Meeting room could be used both for noisy meetings and for quiet space. Oversight needed - possibility of turning in driver’s license.

### **New Business**

There was some discussion of best board meeting days and times. Ms. Regalado moved to adopt the drafted FY18-19 Board Meeting Calendar with Tuesday meetings in January and February on holidays, Ms. L. Lenzini seconded and motion was approved unanimously.

The library’s WiFi schedule was already discussed.

Followup items from January meeting that were not addressed in director’s report:

- Director to look into Constant Contact , other programs Mr. Knutson reviewed for email notice
- Board is interested in pursuing new programming, including one on helping with taxes.
- Electrical equipment in storage did not appear on inventory list - Mr. Knutson still to review?
- Current trustee list in shared drive is incorrectly titled FY1617.
- Director still to review DVD policy.
- Director to follow up about discount on MMM; proration not possible as 90 day notice needed before 2019 to leave contract.
- Director’s Jan18 report was not updated regarding construction information request, not FOIA.
- Status of adult periodicals over-budget situation and current subscription status was not updated. Memo line in Quickbooks should have subscription term. President had requested a spreadsheet or budget worksheet update.
- Update on whether accountant can help prevent recurrence of negative payroll balance.
- Update on why payroll liabilities are negative and updated reports from correction on 10201.
- Question on which account unemployment insurance is being paid out from now.

Ms. Hospodarsky moved and Ms. Regalado seconded to enter Executive Session related to 5 ILCS 120/Sec 2(c) 1 – personnel matters. The motion carried unanimously.

**Executive session entered at 8:48 pm**

**Meeting called back to order at 9:18 pm**

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

**Meeting adjourned at 9:18 pm.**

Next regular board meeting will be Monday, March 19, 2018.