

**Highwood Public Library Board of Trustees Regular Meeting
February 19, 2019**

Present—Trustees: Bertha Chavez, Lucy Hospodarsky, Laurie Lenzini, Nora Loredo, Catherine Regalado; Carmen Patlan, Director

Absent: Barbara Cizek, Diana Joren, Maribeth Kuebler, Patricia Lenzini

Ms. Hospodarsky called the meeting to order at 7:01 pm.

Public Comments - None

President's Report

- Ms. Patlan will create a bound copy of the strategic plan for the public.
- Ms. Patlan and Ms. Hospodarsky attended Highwood Chamber of Commerce annual dinner at the Bocce Club.
- Staff meeting was held at the end of January and Ms. Patlan is scheduling these moving forward. The president is onboarding new executive director. President is preparing a press release, will reach out to city PR company, but also plans to email key stakeholders, organize a meet-and-greet, and visit the City Council.

Secretary's Report

Ms. Hospodarsky moved to approve the regular minutes from the January 21, 2019 meeting. Ms. L. Lenzini seconded and the motion carried unanimously.

Communication

- A request was received to be removed from Current Events email distribution list. President has reached out to the requestor as well as the emailers to resolve the situation.
- With new director, will reassess adult program offerings, form rules/simple contract, or apply the existing meeting room request for recurring/previously existing programming. This will include reassessing the start and end times. New requests that are outside opening hours are now requested to pay for staff time.
- Suggestion box comment was received about video games – director will respond and may investigate what a collection would cost, as it could bring in teen traffic.

Treasurer's Report

Ms. Loredo presented the January financials and February invoices.

Ms. Hospodarsky moved to approve February 2019 invoices as listed in the Check Detail, Ms. L. Lenzini seconded, and the motion carried unanimously.

Ms. Loredo announced that there is a new accounting firm. Ms. Loredo will request memo lines for the invoice report, matching checks to documentation. Comcast Cable check voided because that is an automatic withdrawal.

The Finance committee will follow up on several outstanding questions including invoice splits.

- Tech consultant expenses were received but not his hours.
- WT Cox was renewed, and will invoice.

Librarian's Report

- Online certification open for state library and due by March 31. New director will complete this.

- Room reservation request from Awaken – financial advice, in Spanish. Director is meeting the requestor this week.
- Chipotle reading incentive program being investigated
- President will send Ms. Patlan the director’s report template
- Statistics were reviewed.
- Ms. Patlan met with City Manager and Mayor at the library, and scheduled 1:1 meetings with all staff. Mailed agenda for Saturday staff meeting. Contacted state library. Knows key grants website. Preparing for 501c3 status, drafting bylaws (Friends of Library). Will conduct an environmental scan for the next few months to learn what will bring community into the library. Shared a few ideas about potential programming, like an early childhood learning center with annually changing theme, accessible all day. Could look to reduce computer areas based on usage and consider laptop bar. Weeding will create more useable space.
- Ms. L. Lenzini mentioned a new program coming to D112 for before and after school.
- Parking is a challenge at night and surprisingly in the morning. Are commuters not following hours restriction? Staff parking signs were covered by snow. Director to talk with Mr. Coren.
- Everts Park master plan is ongoing.

Committee Reports

Building and Grounds: President sent handyman indemnity agreement to city. Files and contact list forwarded to director. Will document the meeting room picture window/water damage to see if tuckpointing and roof work solved the issue. Will insurance cover the water damage? Once confirmed, shades can be installed. Library stuff is in city’s Fort Sheridan storage. Director will check in with handyman and provide necessary contractor information to accountant. Cleaning invoice can be used for handyman too.

Finance: will meet

Personnel: will review personnel manual – president to track director vacation (May 2-10)

Technology: will meet

Old Business

- Finance and Personnel annual reports are still in progress.

New Business –

- Ms. Hospodarsky moved to dispose of heavy surplus tables. Ms. Loredo seconded and the motion carried unanimously. Director will ask Mr. Coren if anyone in the city can use these. If more lightweight tables are needed, they will be purchased.
- Next meeting date may move to Wednesday March 20.

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

Meeting adjourned at 8:38 pm