

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

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

Absent: Maribeth Kuebler

Ms. Hospodarsky called the meeting to order at 7:05 pm.

Public Comments - None

President's Report - Ms. Hospodarsky contacted a program organizer from NextDoor Neighbor on a gardening program and is waiting to hear back.

Secretary's Report

Ms. Hospodarsky moved to approve the regular and executive session minutes from the February 19, 2018 meeting. Ms. L. Lenzini seconded and the motion carried unanimously.

Communication

Two checks were received from the IMET liquidating fund.

Treasurer's Report

Ms. Loredo presented the February financials and March invoices. Ms. Hospodarsky moved to approve the March 2018 invoices plus the invoice from the City of Highwood for liability, property, crime, workers compensation insurance to total not more than \$1854.60. Ms. P. Lenzini seconded, and the motion carried unanimously.

- Ms. Hospodarsky noted we received 100% of expected tax revenue, and other revenue was at 97% of forecast.
- City is preparing a revised invoice for liability insurance, although in future auto liability covering non-city vehicles will apply to library. Director needs to contact city for invoice.
- Maintenance and analysis fee of \$22 was clarified as 2 wire transfers, term the bank uses.
- The board agreed that furniture moving should be reclassified as a renovation expense. This has not yet been done.
- Previous negative payroll balance was because of IMRF deduction – director is transferring more money to cover this case in future.
- Still need follow-ups on: why payroll liabilities are negative and updated reports from correction on 10201. Which account is unemployment insurance paid out of and why not seen as a check?
- Ms. Loredo emailed city regarding PPRT status. They will look into it and they may provide a voucher versus a check, but we prefer a check. Per capita check also has not been received yet – director learned that the checks have been cut but not sent.

Librarian's Report

- Director reports the front of the library is well lit. The parking lot is not well lit but is not library property. Director spoke with the assistant city manager, and board asked him to provide email response covering board's discussion from February meeting, copying president.
- There was a suggestion box request for Architectural Digest. Director will look into the cost.

- Periodicals budget was under-budgeted. This will be corrected in this coming FY. It is in the budget report.
- It is not clear how downspouts got damaged.
- Personnel: another staff member resigned. There is coverage while director is out but position will be advertised again.
- President asked for tab added to statistics to show current usage of meeting room. There was a note that it is hard to accommodate meetings that run late into the night.
- The Live and Learn grant final report is still due.

Committee Reports

Building and Grounds Committee:

There was question about point of contact for fire system issues under warranty. It is ESSCO. Five year extended warranty being proposed by ESSCO includes yearly inspection and parts, versus warranty covering all service calls for fire alarm panel. Director will call fire department and ask what is required to pass annual inspection to aid in decision of warranty choice.

Ms. Lenzini updated on committee discussions. There was a suggestion to check with insurance if roof work would be covered. ABL provided two different costs: for teardown/rebuild and for patching. President contacted mayor, and will meet with mayor and city manager to share building needs. Need to update in master plan that these costs are only for East Building. There's a need to build up Capital Improvement funds which were depleted by construction, for items like roof or tuckpointing.

Ms. Chavez left the meeting at 8:48 pm.

Finance: Ms. Loreda updated on two committee meetings. They reviewed FY18 budget. PPRT check will be issued by city, and moving forward will issue in March. Materials are being ordered and should be close but will meet budget. Predicting remaining funds at close of FY: \$9150 best case, \$2000 worst case.

The FY19 budget was reviewed and optimized.

An estimated \$50000 is needed for B&G requested building repairs. Line of credit is still available for \$50000. The debt service on the line of credit was not budgeted for (~\$11000 at 5.5% on 5 year loan) in tax levy. When the tax levy budget was presented to the city in October, we were not yet aware of the extent of the B&G capital improvements, or of the estimates. Levy request was kept flat with no increase, as requested by the council. Reserves will have to be drawn upon to meet payroll before tax money comes. Once the tax revenues are received, the reserve balance may be reimbursed, depending upon decisions related to B&G items.

Old Business

- Ms. Regalado and Ms. Hospodarsky will meet to further review patron survey results.
- President will complete editing on disaster plan and send to director. Final document will go into policies and procedures and in common documents on shared drive. Director to review with staff, will create schematic with exit routes while out of office, and post throughout building, and conduct drills as needed. Discussion of scheduling drills, and director to come up with staged staff training calendar for emergency preparedness.

New Business

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

- Mr. Knutson suggests gmail use for emailing patrons, as Constant Contact has free trial period.
- Director will contact Mr. Knutson to arrange timing to review electrical equipment in storage.

- DVD policy still needs to be posted on website. Child cards not allowed to check out R rated movies.
- Director to email contact on the discount for leaving MMM contract with 90 days notice, and copy Ms. Regalado. Ms. Regalado, L. Lenzi, Joren, and Cizek will check out eRead vs MMM.
- Director still needs to update the January 2018 report regarding a construction information request which was not a FOIA.

The board conducted a semiannual review of executive session minutes with the secretary's recommendation that all currently closed minutes remained closed as they deal with personnel issues. Ms. Regalado made the motion to approve the recommendation, Ms. Hospodarsky seconded, and the motion carried unanimously.

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

Meeting adjourned at 9:12 pm.

Next regular board meeting will be Monday, April 16, 2018.