

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

Present—Trustees: Barbara Cizek, Lucy Hospodarsky, Diana Joren, Patricia Lenzini, Nora Loredo, Catherine Regalado;

Absent: Bertha Chavez, Maribeth Kuebler, Laurie Lenzini

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

**Public Comments - None**

**President's Report**

- Chicago Mike's fundraiser raised \$41 for the library
- President reported on Nov 3 staff meeting which she and Ms. Regalado attended. Issues raised included cold temperature of staff room (must maintain meeting room at 71 F because all one zone), and men's bathroom light timer too short.
- Library is participating up until 5 pm closing in the Chamber of Commerce Norman Rockwell Holiday Celebration and Cookie Walk on November 24, supplying cookies.
- December 17 board meeting will start at 6 pm
- Will request from consultant a bound copy of strategic plan for public consumption.

**Secretary's Report**

Ms. Hospodarsky moved to approve the minutes from the October 15, 2018 regular meeting. Ms. P. Lenzini seconded and the motion carried unanimously.

**Communication**

- 2 monthly IMET updates were received (performing worse than Illinois Funds).
- \$25 donation was received in memory of Chuck Wixom.
- A report must be filed with the fire department describing remedy after panel alarm call.
- Rep Brad Schneider thanked library for hosting Congress on Your Corner in the meeting room.

**Treasurer's Report**

Ms. Loredo presented the October financials and November invoices. Ms. Hospodarsky moved to approve November 2018 invoices as listed in the Check Detail, Ms. P. Lenzini seconded, and the motion carried unanimously.

- Board members and tech consultant worked on straightening out Quickbooks/Intuit account.
- Tax receipts % received low compared to historical; ~\$5300 loss if these taxes don't come in.
- Staff will be reminded to hold off on materials purchases other than B&T subscription
- There were several 91.7% invoice splits on accrual report instead of 100% - need to check
- Aerex pest control check for \$100 was reissued after two voided checks.
- Treasurer arranged closure of IL Funds account and per capita grant deposited correctly
- 192 hours vacation paid to former director
- Expense Detail for Clear Investigative Advantage needs memo line fixed
- Check into unemployment expense of \$50
- Also need to identify \$5.32 payroll expenses and \$312 in 41500 reimbursement

Ms. Hospodarsky moved to pay 3 additional invoices: #1572 to Keyth Security for \$16.20 key, #1573 to USA Today for \$339.95 subscription, and #1574 to cleaner for \$150 November dates.

Ms. Regalado seconded, and the motion carried unanimously.

### **Librarian's Report**

- Elise completed materials ordering process documentation and updated eRead splash page.
- Issues with Facebook account have been resolved and boosting feature disabled. Yuliya is using this and Twitter, plus small flyers, for program notices.
- Yuliya looked into door counter repairs suggested by technology consultant.
- Scanner in director office is available for staff
- Free resource Biblioboard identified by Yuliya, added to webpage. Facebook button also fixed.
- Strategic plan needed many corrections; final version now posted to website as an announcement and permanent link, and sent to director candidates
- Leads on adult programs forwarded to Ms. Joren
- There was a public comment at City Council meeting on CCS consortium membership.
- Per Capita grant and FY2016 expenditure report due January 15, 2019. President will request staff to make a start.
- K9 Reading Buddies is going well and they may add a second dog.
- Elise created staff gmail calendar and has refined it – can be shared with rest of trustees.

### **Committee Reports**

- Building and Grounds: Ms. L. Lenzini has cleaned up B&G files and is creating a contacts list. Extra cleaning is needed because of construction. Tuckpointing is underway, though it is late in the season for masonry. Doorway was secured without the worst case cost scenario. Picture window will still need to be addressed once work is done. Committee will hire a handyman and snow shoveler (landscaper?). Ms. Joren will be purchasing light, foldable tables and getting rid of old furniture so staff can more easily move it in the meeting room.
- Technology: Tech consultant is sending a new OPAC computer to replace slow one, and has also fixed times on computers. He also replaced one of the hard drives for the library, remotely, with help from staff.
- Search: Applications were screened down to 6 candidates. 3 were interviewed by Mr. Coren, Ms. Hospodarsky, and Ms. L. Lenzini. Board agreed with committee's recommendation and discussed options for an offer given budget and benefits needed.

### **Old Business**

- Finance, Personnel, and President's annual reports are still in progress.

### **New Business**

- President has shared the required chapters trustees must review for the Per Capita Grant application, to complete by December meeting. President will forward a link to videos to review.
- Ms. Hospodarsky moved to approve the 2019 calendar of closure dates, Ms. Loredo seconded, and motion carried unanimously.
- Ms. Hospodarsky moved to pass the \$246,500 FY20 budget, flat from last year, for the tax levy. Ms. P Lenzini seconded and the vote passed unanimously by individual vote: 6 yes, 0 no.

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

**Meeting adjourned at 9:42 pm.**