

**Highwood Public Library Board of Trustees Monthly Meeting
October 19, 2015**

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

Absent: Maribeth Carlini, Bertha Chavez

Ms. Hospodarsky called the meeting to order at 7:08 pm.

Public Comments

None

President's Report

None

Secretary's Report

There was no quorum to approve meeting minutes.

Director will help amend one file in Acrobat.

Need to have agendas placed in shared drive folder for September, October meetings.

Communication

Mr. Mitchell shared the received communications:

- Illinois Funds does not expect any Funds implications from the state budget issues.
- Movie Licensing USA cost to increase.
- Notice from Adopt a Library/Smithsonian – Mr. W.B. Williams donated Air and Space Magazine subscription. Director will send thank you.

Treasurer's Report

Ms. Loredo reviewed the September financials and October invoices. There was no quorum to approve invoices.

Repeat expense for staff meetings is correct.

Finance committee will meet to work on budget for proposed FY17 levy.

Librarian's Report

The director reviewed some items from his report:

- Director spoke with architect and is waiting for plans for next Renovations meeting. Shelving appears to be sufficient. Carpet shortfall for high traffic areas will be addressed by committee. Condition of stored carpet was reviewed with installer and plan for minimal disruption/no closing is being created. Renovation committee will meet/shop for additional carpet to cover shortfall and determine layout so all can be laid at one time.
- Zinio review: lower cost RAILS subscription for 50 magazines does not include Spanish language offerings. Director will find out RAILS cost for 25 magazines, 50 magazines, and additional cost for 2 additional Spanish language magazines on separate library account.
- Mango language training is an option.
- B&G: Ronzani is to move bike rack before end of year. Front flowers with Scoppoletti to be changed seasonally. Consideration of alternatives to staff lawn watering, including manual sprinkler.
- Collection suggestion from box will be passed to staff

Old Business

Remodeling of adult room was discussed under director's report.
Historical society accommodation to be explored.

New Business

2016 holiday calendar approval was tabled.

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

Meeting adjourned at 7:46 pm.

Next regular board meeting will be Monday, November 16, 2015.