

**Highwood Public Library Board of Trustees Special Meeting
November 1, 2016**

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

Absent: Maribeth Carlini

Ms. Hospodarsky called the meeting to order at 7:32 pm.

Public Comments - none

Secretary's Report

Ms. Hospodarsky moved to approve the regular meeting minutes of October 17, 2016 as presented.

Ms. Regalado seconded and the motion carried unanimously.

Review of FY18 draft tax levy request and draft budget

Board reviewed draft budget. Required materials percentage of total budget was discussed. Increased personnel costs were also discussed. Director's new model has pay rate increases and doubles number of staff receiving IMRF. There was discussion about specific requirements in posted open desk position such as need for MLS. Issues were tabled for Personnel committee.

Board reviewed two scenarios drawn from president's analysis of renovation expenses and sources of funding. First is \$20,000 for new fire alarm system included in tax levy; second requires line of credit because reserves depleted. Director just received flooring estimates which were higher than allowed in budget. Director will ensure ATP removal/construction prep and Zens install quotations contain no overlap. Scenario calculation assumes 3 months reserves, which will require change in policy from 4 months, and with new flooring and alarm system, likely won't have reserves needed for monthly expenses prior to tax receipts. President noted that: money was originally available to complete project, but fire alarm system requirement has challenged this; timing didn't work previously, but still possible to do capital campaign at completion of project. Upon discussion, two budget workbooks were drafted, one with with \$20,000 in levy, and another with a levy of \$277,604 with an additional \$10,000 in Renovation expense.

Ms. Hospodarsky moved to approve the \$277,604 tax levy request pending discussion with city manager which may lead to reduction to \$267,604. Ms. Lenzini seconded and the motion carried unanimously.

Review of bills submitted by ATP

Director had reviewed contractor invoice with architect several times. Payment request has been changed to reflect that some items are not completed according to inspection. Payment will be transferred from IMET capital account into General Fund for payment.

New Business

Ms. Hospodarsky moved to approve payment of bill submitted by ATP Enterprise, general contractor for the East Building project, of \$80,249.85, which is the amount on payment schedule net of 10% retainage. Ms. Loredo seconded. The motion carried with votes: Chavez, Hospodarsky, Lenzini, Loredo, Regalado: Yes.

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

Meeting adjourned at 8:49 pm.