

**Highwood Public Library Board of Trustees Monthly Meeting  
July 20, 2015**

Present—Trustees: Maribeth Carlini, Bertha Chavez, Lucy Hospodarsky, Laurie Lenzini, Nora Loredo, Catherine Regalado; John Mitchell, Director

**Ms. Hospodarsky called the meeting to order at 7:04 pm.**

**Public Comments**

There were no public comments.

Suggestion box comments were addressed in director's report.

- Bathrooms have been rekeyed so there is now a different key for each bathroom.
- The decision to retain back issues for only 3 months, not a year, was previously made by director for space and organization reasons.
- Ms. Carlini inquired whether New Books sign could be made larger, more visible, perhaps a banner at the top of the shelf. Mr. Mitchell noted area will be renovated.

**Secretary's Report**

Ms. Hospodarsky moved to approve regular and executive session meeting minutes of June 15, 2015. Ms. Loredo seconded, and the motion carried unanimously.

**Communication**

A letter was received from US Bank/Illinois Funds changing account check writing policy. Director and accountant will investigate history of account, and alternatives. IMET recovery updates were also received. Finance committee will meet to review and research IMET.

**Treasurer's Report**

Ms. Loredo reviewed the June financials and July invoices. The accountant generated corrected reports today clearing out pre-pays; Treasurer will confirm on June reports.

- Director will research E-Read invoice period as charges accrued before system set up. Directions are now on website to set up login; will need to provide patron instructions
- Book leasing – juvenile \$1250 needs to be recategorized to Book Standing Orders. Reference material – Children expense was from Discover money.
- MAI / RAILS FY2016 – accountant needs to confirm period.
- Balance sheet for first FY month to be corrected for period May 1 to May 31
- May reports were redone with correct budget numbers – new report for balance sheet needs to be re-generated and Treasurer will store on shared drive.
- Director will talk to accountant on future IMET disbursements handling for best practice for clean transfers, and have a phone conference with IMET.
- Reserve money moved last month for cash flow needs to be transferred back into Reserves now that tax income has arrived.
- Accountant has reviewed monies path chart and provided comments back to Finance committee.

Draft, not yet approved

Ms. Hospodarsky moved to approve the July 2015 invoices presented in the check register. Ms. Lenzini seconded and the motion carried unanimously.

### **Librarian's Report**

The director provided his report and reviewed some items:

- Director to continue follow up on group purchase for Zinio to ensure preferred magazines are retained; library has been signed up via RAILS to have 25 magazines plus preferred to keep existing selection
- Construction work on Highwood Ave. required tricky temporary water supply.
- Biaggi Plumbing provided information on renovation toilet options. Director prefers flush valve but library does not have needed water supply so this may add to project cost. Renovations committee will meet to discuss.
- President to contact city for communication via Newsflash that library is still open and to add library to physical sign for post office and Pastificio.
- Quarterly report was sent to Live and Learn committee
- Director office division was built, new door with new keys installed, and gutter was fixed
- Security gates are now working. Book limits increased for summer reading program.
- L2 has videos for trustees. Trustees will set up own accounts.
- Ms. San Ramon wrote a conference attendance report.
- Director will follow up on library sponsored play to be put on in Everts Park – targeting beginning of September

### **Committee Reports:**

#### **Building and Grounds**

Ms. Lenzini obtained estimate and scheduled bike rack relocation.

#### **Personnel**

Committee has not met. Next staff meeting Saturday July 25<sup>th</sup>. Director will send agenda to board in advance. There have been no personnel changes though job opening posted- could post to Trinity graduate students.

#### **Renovations**

Committee will meet and review details of fixtures, look at different options. One member will be responsible to ensure timeline proceeds, including draft skeleton of RFP for committee review.

#### **New Business**

As required to review annually, the director made a recommendation to not issue non-resident library cards, keeping current policy. Ms. Regalado moved to accept director's recommendation to not issue non-resident library cards, Ms. Hospodarsky seconded, and the motion carried unanimously.

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

**Meeting adjourned at 8:48 pm.**

Next regular board meeting will be Monday, August 17, 2015.