

**Highwood Public Library Board of Trustees Regular Meeting
March 20, 2017**

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

Absent: Maribeth Kuebler

Kevin Monroe, the new children's librarian with a MLS in Library Science from Dominican, met with the board. He plans to continue storytime and crafts programming, and has ideas to introduce gaming, comics, and Pokemon related programming.

Ms. Hospodarsky called the meeting to order at 7:20 pm.

Public Comments – None

President's Report

- Economic Interest Filing due May 1 for board members
- Bank loan status – president has draft documents and explained some loan details. Estimate of \$21,000 unspent after FY closes. President will have another conversation with the banker.
- Trustee re-appointments – Ms. Chavez, Lenzini, Loreda on 3/21/17 council meeting agenda.

Secretary's Report

Approval of minutes tabled to allow more time to review.

Communication – programming suggestions to be compiled to review when meeting room is ready.

Treasurer's Report

Ms. Loreda presented the February financials and March invoices.

Check stubs have some issues and work dates needed for contractor checks. Documentation needed for convenience account replenishment. Director will have meeting with accountants regarding procedures.

Ms. Hospodarsky moved to approve March 2017 invoices as listed. Ms. Lenzini seconded, and the motion carried unanimously.

- Four memo lines as outlined at previous meeting, plus new one, still need to be corrected – director can no longer change this, or other settings.
- Investigation of balance sheet questions (10201 BOH General Fund Chk account, breakdowns in Operating/Live & Learn/Other, new line format) will be done by Finance committee – meeting again April 4, 6:15 pm to finalize FY18 budget.
- Director to contact assistant city manager on low liability spend YTD, and workman's comp bill not received. Premiums for health insurance increased in 2017 so over budget.
- PPRT check expected in April.

Librarian's Report

- Differences in latest FGM plan are staff area, circ desk, and alignment of shelves. Director to check on next steps with city manager.
- Statistics – attendance collected hourly by staff so finer detail/busy times can be assessed.

- Fire alarm drawings were resubmitted. GC plans to finish project by May 1. Director to confirm are materials ready.
- Received Live & Learn grant extension until June.
- HR Management Institute conducted review as part of services and gave recommendations on posters and employee files.
- New ILS Apollo is set up with library records – staff to review after next staff meeting. Director to add annual Apollo cost into budget worksheet.
- Temporary shelves in YA/children’s room being moved. This will help with shelving issues found in inventory. Weeding to be incorporated into shelf reading.
- Cookbook sales update
- 2 clerk positions still open, to be posted at Oakton CC.

Committee Reports

Finance committee – met, report on YTD spending and projected surplus of \$21,000, mostly from unspent salaries. Committee needs updated report from director, and will be posted to shared drive.

Policy committee – has upcoming meeting

Technology committee—reported on recent meeting. Inventory closed out, Apollo moving forward, OCLC database update. Change management for getting patron contact preferences for new ILS. Can advertise in city quarterly newsletter or use book insert.

Old Business

- President has been talking with director on timing for strategic plan. Children’s librarians should assist. Community survey, including programming of interest, is a precursor.
- Website construction announcement still needs update - generic announcement should be put up.
- Discussion of Resolution to allow president to enter into a bank loan. Motion to execute bank loan agreement was tabled until next meeting and Exhibit A was ready.

New Business - None

Director Mitchell left the meeting at 9:35 pm.

Ms. Hospodarsky moved and Ms. Lenzini seconded to enter Executive Session related to 5 ILCS 120/Sec 2(c) 1 – personnel matters.

Executive session entered at 9:36 pm

Meeting called back to order at 10:06 pm

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

Meeting adjourned at 10:07 pm.

Next regular board meeting will be Monday, April 17, 2017.