

**Highwood Public Library Board of Trustees Regular Meeting
March 20, 2019**

Present—Trustees: Barbara Cizek, Lucy Hospodarsky, Maribeth Kuebler, Patricia Lenzini, Nora Loredo, Catherine Regalado; Carmen Patlan, Director

Absent: Bertha Chavez, Diana Joren, Laurie Lenzini

Ms. Hospodarsky called the meeting to order at 7:13 pm.

Public Comments - None

President's Report

- Ms. Hospodarsky has been recruiting for the Friends of the Library.
- She will email key stakeholders about Ms. Patlan's start, and arrange for her to attend a City Council meeting. Ms. P. Lenzini will assist with the press release.
- April meeting agenda will have bylaws revision and next FY board meeting schedule.

Ms. Joren arrived at 7:18 pm

Secretary's Report

Ms. Hospodarsky moved to approve the regular minutes from the February 19, 2019 meeting. Ms. P. Lenzini seconded and the motion carried unanimously.

Communication - None

Treasurer's Report

Ms. Loredo presented the February financials and March invoices.

Ms. Hospodarsky moved to approve March 2019 invoices as listed in the Check Detail, Ms. P. Lenzini seconded, and the motion carried unanimously.

- Reports will be streamlined for next time
- Blinds purchase needs to be reclassified, and some memo lines need to be adjusted
- President will follow up with city on PPRT.

Librarian's Report

- Secretary will follow up with director on format for website-published board packet.
- Pest control treatment for ants didn't work -- will call back company and/or try boric acid
- Lights in break room and bathrooms have been fixed for sensor turning off too quickly
- Ms. Patlan has obtained quotes for paint/wood repair by meeting room picture window, which is no longer leaking. Ms. Joren will send another contact. Once repaired, blinds will be installed, using money donated by the book club.
- Purchased 16 lightweight foldable plastic tables for meeting room.
- New women's bathroom backed up because of sewer issue. Plumbers televised sewer line and found an out of code T configuration, and the line is slanted incorrectly. Ms. Kuebler will review the renovation binder to see how this was handled by architect/engineer pre-construction. Little Tommy's \$827 repair/work; recommend rodding quarterly if pipes aren't reconfigured.
- Evening book club has ceased to meet but morning book club is doing well.
- Attended bimonthly Highwood safety meeting. Known that vestibule is not ADA compliant, and president will talk to city manager about walkways. Sensor lights around building will be inspected.

- Conducted staff interviews. Requested staff to create display “From the Garden to the Table”, and would like staff to create monthly displays based on seasonal celebrations.
- Conducting environmental scan. Will pilot programs based on interest in literacy and STEM programming.
- Staff payroll is now direct deposit.
- Website has been updated with link to new newsletter and to Twitter. Plan to distribute electronic newsletter to email list. Monthly event flyer will start in April.
- Genealogy chapter being researched, and quotes for annual web access were obtained. This will be further assessed. Genealogical Society is a connection for an adult program.
- Other programming links include HPHS Robotics Club partnership for girls in tech.
- Arranging meeting room reservations and potential new partnerships, developing memoranda of understanding: Cradles to Crayons; SGA Family Services.
- There was discussion of a fee for requestors to use library outside regular hours to cover staff time. It was decided to charge \$45 for each additional hour, voted on in April, and effective June 1, which gives existing groups time to examine whether they can change meeting time to be within the regular hours.
- Historical Society wedding dress exhibit moved to September.
- Will send Meeting Room Policy and Procedure to President, need to amend and add date
- Lots of children’s programming developed for Spring Break
- Completed online certification for state library and non-homestead property tax exemption.
- Submitted an application to go to Springfield for New Director training.
- Developed a parking pass for staff and volunteers for the 2 hour lot.
- Spanish GED class series will begin in April and is being advertised
- Dia Del Niño events on April 27.
- Yuliya has been creating brochures to improve publicity in both English and Spanish.
- Based on patron traffic, recommend closing Sunday year-round, and being open Monday to Saturday, with appropriate staffing
- Shared thoughts on how to redesign so the current YA room has better monitoring, by switching YA and children’s spaces.
- Ms. Patlan created a bound copy of the strategic plan for the public.
- Comments were received on lights in men’s bathroom, and status of Kindle Fires for circulation.

Committee Reports

Finance: met, reviewed budget with director. PPRT expected to come in. Started FY2020 budget, and will finalize budget to be approved at April meeting. Looking at boosting reserves and capital improvements fund given plumbing issue. Plan to include COLA increase. Need to have a budget for marketing.

Personnel: will review personnel manual

Technology: will meet

Old Business

- Finance and Personnel annual reports are still in progress.

New Business –

Draft bylaws for 501(c)3 had been previously reviewed. AAIME gave guidance to the director on how to incorporate and start the Foundation. Ms. Patlan will be the incorporating agent, and Ms. Hospodarsky, Ms. L. Lenzini, and Ms. Loreda will be named on the initial paperwork.

Ms. Hospodarsky moved to pass the bylaws to create a Friends of the Library Foundation. Ms. P. Lenzini seconded and the motion carried unanimously.

Ms. Regalado moved to create the corporation of the Friends of the Highwood Public Library in the state of Illinois. Ms. Hospodarsky seconded and the motion carried unanimously.

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

Meeting adjourned at 9:21 pm