

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

Present—Trustees: Bertha Chavez, Barbara Cizek, Lucy Hospodarsky, Laurie Lenzini, Nora Loredo, Catherine Regalado; Carmen Patlan, Director

Absent: Janell Cleland, Diana Joren, Patricia Lenzini

Ms. Hospodarsky called the meeting to order at 7:09 pm.

Public Comments – None

President’s Report

- Annual reports are due – President has sent her report for board to review before posting. . Director’s and Policy’s reports are also finished. B&G, Technology, Personnel, Finance will be submitted.
- Director will begin IPLAR report, due the end of June.
- At May 7 City Council meeting Janell Cleland was appointed to the vacant board position and Ms. Chavez, Ms. Cizek, and Ms. Hospodarsky were reappointed to their board seats.

Secretary’s Report

Ms. Hospodarsky moved to approve the regular minutes from the April 15, 2019 meeting. Ms. L. Lenzini seconded and the motion carried unanimously.

Communication – A patron asked about when we would purchase new DVDs. They will be bought once final FY20 budget is approved at this meeting.

Treasurer’s Report

Ms. Loredo presented the April financials and May invoices.

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

Last month and this month’s issues will be followed up. Treasurer will email accountants, copying director, and director will verify before next month’s reports are issued.

- Check for \$600 is \$500 accounting and \$100 payroll – ensure broken out correctly each time.
- \$50 unemployment filing fee in April is same one from before that has now been paid. President will talk to previous accountant about refund.
- \$520 surety bond will get categorized correctly
- There have been changes to the budget version approved last month. Now includes correct lower IMRF rate, corrected payroll hours, staff bonus, programming Spanish GED cost. Added new extended hours line to accommodate staffing after hours programming. Blinds deposit had a timeline and director will try to extend. Some items of technology hardware and software were purchased in FY19 instead of FY20. Revenue for book sales will go to Friends budget instead, which will fund a wish list. Board will vote on moving to reserves from Operating Fund once final numbers are known.
- Ms. Cizek reported on her inspection of East Building with a roofer: tuckpointing is needed on north side of protruding roof wall and flashing had visible issues. An amount is in budget for remediating problem, which could be sealing limestone or other solution as determined.

Ms. Hospodarsky moved to approve a FY20 budget with deficit spend of \$17596, Ms. Regalado seconded, and the motion passed unanimously. The treasurer will collapse budget for website with explanation notes, and director will send full version to city manager tomorrow.

Librarian's Report

The board reviewed Ms. Patlan's report in advance and several items were discussed.

- Director will select relevant social media statistics and include in next report.
- Kindle Fires ready to go except the software, which Tech consultant is working on.
- If valets continue to park in front of exits, city manager recommends notifying police.
- Library has been selected for a service project by Rosalind Franklin students. It may be to replace gutters as all are damaged, and to paint wood to reseal it.
- Director will ask city for library to be a motion detector camera site. This can provide evidence for future gutter damage by trucks.
- Ms. Cizek noted from her inspection with volunteer that roof also needs some painting in middle section to prolong roof life.
- DiVinci Painting will donate paint, labor, and color consulting to repaint YA and children's rooms. Work will be done the next 2 Fridays. Acknowledgment will be posted to website.
- PayPal link has now been added to the library website.
- Director obtained a second plumbing opinion on monitoring drain for impending backups. Staff will monitor drain, then televise and rod as needed, instead of scheduled, to save funds.
- 501c3 status has been granted for the Friends group, and they are progressing well with their structuring, messaging, and fundraising, leading to membership drive. They have been approved to have a booth at all the Highwood festivities and are working on PayPal account.
- Director provided a staffing update.
- Ms. Patlan is working on a program funded by grants for learning partners/mentors, and has discussed with Northwood Assistant Principal. Will look at HP Community Foundation. Outcome goal to move from academically failing to passing kids.

Committee Reports

Finance: met with city Finance Director – they will look at prepays/year end splits to ensure correctness. In future may move payroll services.

Technology: Mr. Knutson emailed board an update on several issues and is visiting late June.

Old Business - none

New Business

- Friends of the Library update: There will be a book sale July 27-28 of books obtained by weeding and donation. The process for joining Friends is being defined and staff will be informed at Saturday staff meeting.
- Ravinia tickets and Brookfield tickets arrived for summer giveaways.
- Director is developing wish list for Friends, with different need priorities.
- Director is formulating building ideas and possible funding, to be better understood in June.
- Ms. L Lenzini will contact city to determine status of East Building picture window leak fix.
- Past Saturday began new bring your own canvas painting class for adult programming. Citizenship classes are beginning tomorrow.

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

Meeting adjourned at 9:21 pm