

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

Present—Trustees: Lucy Hospodarsky, Diana Joren, Patricia Lenzini, Nora Loredo, Catherine Regalado; John Mitchell (director)

Absent: Bertha Chavez, Barbara Cizek, Maribeth Kuebler, Laurie Lenzini

**Ms. Hospodarsky called the meeting to order at 7:06 pm.**

**Public Comments - None**

**President's Report**

- Ms. Hospodarsky welcomed the new trustees, and has held an onboarding session with them.
- Grand opening thank you notes for donations have been mailed out, with MYA and K9 to be added. The party was a great success, with over 200 attendees estimated from door count. The president drafted a press release, reviewed by secretary and director. This will be published in a few weeks, with photos, and Ms. P. Lenzini will add to Patch. It was suggested to add the photos to website, and the grand opening library services slideshow will also be added.
- President requested same tax levy of City Council as last year, \$247,600, which was well received. She also informed city manager about fire alarm situation, which has now been worked out with HP Fire Department and Krause.

**Secretary's Report**

Ms. Hospodarsky moved to approve the regular and executive session minutes from the October 16, 2017 meeting. Ms. P. Lenzini seconded and the motion carried unanimously.

**Communication**

The director passed on a letter and raffle tickets for the Highwood Historical Society. An email was received with collection suggestions. Each trustee gmail address has now been posted on website, but director will remove '@'.

**Treasurer's Report**

Ms. Loredo presented the October financials and November invoices.

Ms. Loredo moved to approve the November 2017 invoices dated Oct 17-Nov 20 with the addition of checks to Maria San Ramon for staff meeting and cookie walk supplies of \$34.27, to HPL for convenience account replenishment of \$2946.63, and to John Sullivan for \$250 for Santa Claus on 12/7. Ms. Hospodarsky seconded, and the motion carried unanimously.

- Director believes jump in fines last month was a coincidence, not related to ILS switch.
- Miscellaneous income was settlement from class action lawsuit of \$123.
- No accounting bill received for October.
- Current budget did not fund library board expense.
- Liability/property insurance is double the budgeted amount. Director believes FY17 and FY18 were both billed this year. Finance committee will look again on cash basis report, as it is surprising it wasn't noticed in year-end review. There should be invoices from the city.
- A discrepancy was identified: Check Detail shows presidential poster was \$26.85 assigned to 55400.2, but in Expense Detail a bill from 10/23 was for \$19.95 for same item. Director stated shipping and handling was a separate item expense report didn't catch, but debit/check detail did include. Director must run a new Expense Detail report, as report to board was in

error. Also some debit card amounts were erroneously made as checks. Corrected reports need to be given to board and on shared drive. Board president and Ms. P. Lenzini will attend next accountant visit.

- Finance committee discussed changing accounting visit timing and concluded not helpful, as their visits are every other week dictated by Payroll. Freight/processing charges assigned to Processing Supplies or to Books was not addressed in Finance meeting, but will be discussed with accountant. Previously levied items like Biblionix should be recorded as a deficit in budget every year until spent.
- Debit card was low on funds. Director cannot transfer funds.
- Invoice from city for survey mailing was received after accountant cut checks. Manual checks are not preferred, so this will be in next month's report.
- Finance committee had phone conference 10/17 with accountant. Some notes: Excess money left over at end of year could be moved to IMET reserve fund by board motion. Fund balance for FY17 was applied to renovation expense. Budget currently has only bank fees, but interest expense and principal expense categories should be added. IMET interest income must be reduced in next budget since IMET balance is reduced. Voided checks must be separated and also in order. Accounting fee increase in May must have improved service.
- Last month director was to merge \$65 from Capital Improvement account, retaining \$10 balance, but no monies have been transferred yet.

### **Librarian's Report**

- Director has not completed disaster and recovery plan for physical building. He said it should be done by Jan 1, and president noted he can get help from city.
- Heat sensors have been installed and taken care of.
- For public comment on DVD shelves – director noted some are in storage and he is still considering how to use face-out shelves.
- Director does not have a timeframe for moving furniture out of city storage or list of items to be brought over. Inventory has been done, but need to figure out what should be returned to library. There was discussion of hiring movers and use of community service volunteers.
- Patron raised issues with Apollo. Director and technology consultant spent time with Apollo to fix all issues. Paper overdue notices have been started this week.
- Director reported sewer backup in the new bathrooms. Mahoney came and routed. 50' rod was needed, so issue is external to building.
- Police report was filed for people on the roof and trash left.
- HVAC – one old and one new unit had issues. 2 separate vendor visits. Bill memo lines need better labels for which HVAC unit (serial #/model).
- Baseboard in storage room, carpet finishing around ramp are unfinished from construction.
- Two spots of leakage in East Building have been identified: picture window and hallway to staff lounge. GC recommended replace and reseal of window. Metal plate across entrance to support bricks/underhang has sunk, and is not supporting bricks. It is possible this needs replacement or tuckpointing. Architect provided second opinion on caulking window and tuckpointing. Quotes need to be collected. President assigning this to Building and Grounds. Ms. Joren will be on committee, possibly Ms. Cizek.
- Patron suggestion regarding signage at ends of shelves – has been added. There was discussion of signage throughout library and recommendation to purchase restroom signs, new changing table sticker, signs for meeting room.
- Wish list – board will look into needed window treatment in meeting room.

- President will thank Historical Society for display of the library in case by fireplace.
- Director to email staff to formalize instructions on patron survey. Staff meeting minutes are not being shared with staff currently.

### **Committee Reports**

Personnel Committee – is meeting with director Nov 30 to discuss review.

Technology Committee – will meet before next board meeting.

### **Old Business**

Update on patron survey was given. 36 more paper surveys to be prepared, then all will be mailed. Email using patron database will go out in conjunction with paper mailers. New patron database data needed. Director is contacting Biblionix for patron database download process. Staff to put laminated Patron Survey signage on book drop. It was decided that survey will end December 30 and prize drawing will be January 3.

### **New Business**

- East Building picture window and outside overhang previously discussed.
- Discussion of possible items to be purchased with book club donations (\$245) – some ideas from board include blinds, furniture for meeting room. President will investigate and report back to book club.
- Wish list provided by director. Board requested that staff as available research items including specs and quotes.
- Staff room not being used currently. Needs furniture (storage) and refrigerator.
- Discussion of plaque for the East Building including opening date. President to investigate plaque including with Crown Trophy.
- Current events will meet in meeting room in December.

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

**Meeting adjourned 10:10 pm.**

Next regular board meeting will be Monday, December 18, 2017. There is a possible time change to 6 pm – board availability will be surveyed by president.