

**Highwood Public Library Board of Trustees Monthly Meeting
December 21, 2015**

Present—Trustees: Bertha Chavez, Lucy Hospodarsky, Laurie Lenzini, Nora Loredo, Catherine Regalado; John Mitchell (director)
Absent -- Maribeth Carlini

Ms. Hospodarsky called the meeting to order at 7:03 pm.

Public Comments

None

President's Report

President attended a follow-up city council meeting on behalf of library's budget. The city did pass the requested library tax levy. Ms. Flavin has volunteered to place fundraising cookbooks in local businesses. Originally we had hoped to take advantage of holiday season, but now need to also consider selling in summer at the farmer's market. A pricing sheet should be displayed in the library. The board agreed to change the sales price. The President brought holiday cookies and plants for the staff.

Secretary's Report

Ms. Hospodarsky moved to approve minutes of the November 19, 2015 meeting, Ms Lenzini seconded, and the motion carried unanimously.

Communication

IMET communications were received. Also received were various holiday cards from local libraries and vendors.

Treasurer's Report

Ms. Loredo reviewed the November financials and December invoices.

It was noted that Quickbooks auto-renewal does not have a receipt. Payroll subscription is charged to software. Base copier fee is paid in advance.

Ms. Hospodarsky moved to approve December 2015 invoices presented including Impact Networking bill from previous month. Ms. Regalado seconded and the motion carried unanimously.

Librarian's Report

The director reviewed his report and highlighted several items:

- Director talked with city finance manager regarding tax levy. City did not provide levy percentages to the county so county used previous year's percentage for all of city components. Because 2014 rate % was lower, library may have to send money back to city. President and Treasurer will review and request an invoice from the city if needed.
- WTTW Readers are Leaders program will be done in conjunction with Oak Terrace classes attending on April 13, 2016.
- Quickbooks was upgraded.
- Renovation committee met to discuss carpet installation. Director will follow up with architect to ensure drawings get to city following Renovation Committee meeting to review. Pre-bid meeting will be scheduled next. Carpet installation/redecoration of main room to be done by end of January so pre-bid meeting may shift to after that time. Plan to receive new circulation desk from another renovating library.

- Public book requests were filled except for Kenji-Alt book, which will be filled.
- Insurance company check for lightning damage was received, less building and equipment deductibles.
- Windows have been washed and will be part of regular routine.
- Laminator was purchased.
- Lake County Health Department conducted a survey at the library.
- Scopoletti performed front landscaping and planter work.
- Director still following up with Zinio on Spanish magazine collection.
- Library will post notice in bathroom regarding construction.

Committee Reports:

Personnel Committee: will meet in January regarding personnel reviews. Director has conducted informal follow-up reviews regarding goals. Open position that was requested to be posted has not been, and actually two positions are available.

Technology Committee: is looking for times to meet to discuss multiple topics including inventory.

Old Business – None

New Business

The 2016 closings calendar will be posted in the new year, is currently available in staff folder, and needs to go onto website.

There was discussion of recent lower traffic and computer usage in the library and possible reasons for it.

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

Meeting adjourned at 8:11 pm.

Next regular board meeting will be Monday, January 18, 2016.