

**Highwood Public Library Board of Trustees Regular Meeting
July 21, 2016**

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

Absent: Maribeth Carlini, Bertha Chavez

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

Ms. Hospodarsky moved to allow call in participation by Trustee Carlini. Ms. Regalado seconded and the motion carried unanimously. Ms. Carlini was unavailable for call.

Ms. Chavez joined at 7:19 pm

Public Comments - None

President's Report

- IPLAR report submitted to state
- Volunteer has helped selling cookbooks. President will coordinate times to sell at 7/27 Gourmet Market. Director will look for popcorn enticements in storage. Also discussed was story time with children's librarian, sign on easel, balloons.
- President reported on joint city/library working committee. The city is considering to relocate city hall services if a buyer is found for current city hall property, and convert current library building into joint library/city hall/police station. City Manager created committee with Grice, Falberg, Coren, trustees Hospodarsky and Regalado, and library director. Committee met 7/12/16 to review architect plans solicited by city. Library suggested city hire FGM as an architect more familiar with library needs. Board discussion included: would residents be concerned about using library in same building as police station (would be separate entrance); concern about loss of overall square footage. Director feels spaces in architect draft should be switched so library space is in East Building. Board agreed current library renovations should proceed.

Secretary's Report

Ms. Hospodarsky moved to approve the meeting minutes of May 16, 2016 as presented. Ms. Lenzini seconded and the motion carried unanimously.

Communication

The director reported on communications received: a science fiction book offer; a NSSSED volunteer thank you note; notice that Historical Society did not get grant written jointly with library.

Suggestions from public: New circulation desk layout awkward for book return: director will follow up with signage solution suggested saying return books here. Free Ravinia tickets for public should be advertised as soon as available. Book purchase suggestion.

Recent FOIA fees were paid by requestor.

Treasurer's Report

Ms. Loredo presented the May financials and June invoices.

Ms. Hospodarsky moved to approve May 24 to July 21, 2016 invoices as presented, Ms. Lenzini seconded, and the motion carried unanimously.

- The Treasurer will investigate with accountant why there's a liability check listed for insurance reimbursement to city.

- Next board meeting will address standing payments for checks when a monthly board meeting is cancelled. Finance committee will determine.
- Service charges and missing receipt were discussed. Bank of Highwood could not reimburse for incoming wire fees so need to avoid this. Illinois Funds would be closed. Illinois Funds was in receipt of per capita grant and director thought those accounts were closed.
- State grant needs to be interest bearing account – general fund is not.
- There was discussion on multiple expensive repairs for fire alarm system. Is it part of insurance claim? Door closer needs to be put with insurance. Chicago Metropolitan claims electricity in the building is questionable. Servers are also going down with electrical glitches. Can Greco check for larger issue? Director will consult with city manager on problem solving. Is it related to installation of cell tower?

Librarian's Report

- Director responded to suggestion box comments regarding circulation desk, book sale (not currently selling until renovation is complete), and starting Ravinia ticket offering earlier next year.
- Board likes new statistics report format. ERead statistics are not available.
- Donation of historical materials received. Cleaning archives for inventory - historical society may be interested in the uncatalogued materials, and they will review.
- Several incident reports were discussed. There is a patron behavior policy.
- N. Vazquez volunteering her son for community service hours – director will check with children's librarian.
- IMET reclassification needed. Accountant will decide among several options on how to handle IMET liquidation trust. Audit will start next Monday.
- City property appraisal not available yet.

Committee Reports - None

Old Business - None

New Business

Ms. Hospodarsky moved to approve prevailing wage ordinance. Ms. Regalado seconded and the motion carried unanimously.

For renovation, lighter color tile, and carpet tile, were selected.

Executive session for personnel was tabled.

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

Meeting adjourned at 9:21 pm.

Next regular board meeting will be Monday August 29, 2016.