

**Highwood Public Library Board of Trustees Monthly Meeting
March 21, 2016**

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

Absent: Laurie Lenzini

Ms. Hospodarsky called the meeting to order at 7:04 pm.

Public Comments - None

President's Report

- Chamber of Commerce breakfast attended by volunteer cookbook rep. Cookbook information will be added to Celebrate Highwood webpage; Del Rio recipe from cookbook to be featured. Will also be advertised in Fort Sheridan newsletter
- President talked with city about result of renovation bid opening. Board discussed fundraising campaign, with naming rights possibility, and president will look into Ori Room precedent.

Secretary's Report

Ms. Hospodarsky moved to approve minutes of the February 16, 2016 meeting with a name correction, Ms. Loredo seconded, and the motion carried unanimously.

Communication

Director reported that IMET communications regarding fund recovery efforts were received.

Treasurer's Report

Ms. Loredo reviewed the February financials and March invoices.

- Two accounting invoices being paid because an invoice not sent for October 2015.
- ILA Directors Fund fee to be moved to same category as last time, not in Miscellaneous, possibly membership
- Switching from Illinois Funds to Bank of Highwood account caused 8 checks to vendors to bounce. These are lost costs and categorized under bank fees.
- There was a question on General Fund balance and request for clarification on why funds are not reflected on balance sheet from the two banks.
- Life insurance reimbursement has been received from employee on leave.
- Invoice was received from city and taxes overpayment provided to city.

Ms. Hospodarsky moved to approve March 2016 invoices presented, Ms. Chavez seconded, and the motion carried unanimously.

Librarian's Report

The director reviewed his report and highlighted several items:

- Communications tower in parking lot has been erected, not yet connected
- City grant for LED bulbs included library
- Cleaning company proposal was reviewed
- Staff changes reported including 2 hires
- Suggestions from box will be reviewed next month. Key policy will not be in place for new bathrooms once constructed
- Carpet tiles quotation obtained, and director will proceed to get 2 boxes for future replacement.

Committee Reports:

Finance Committee:

- Director distributed new set of financial reports of revenues and expenses to help board understand projected surplus for FY16, including expected and required spending, and holding off on all discretionary/wish lists. Note that remodeling expenses weren't budgeted, so line needs to be reimbursed from capital improvement fund.
- President will contact city manager regarding PPRT income for FY16.
- Discussion of renovation bids: board discussed process of selecting lowest qualified bid, and assessing references and past job performance. Director will work with city lawyer on next steps as some bidders did not provide reference lists, and one was not in good standing with the state of Illinois. Director will confirm that lawyer looked at contract library would sign with GC, and send contract to board for review. Architect should work with city lawyer to determine bid cushion for contract.
- Project to total approximately \$275,000 plus cost of flooring, not including the main entrance. Alternate bid column was for main entrance, and for flatter duct work.
- Director will get a bid of midrange carpeting and non-carpet surface from previous supplier.
- Adding 10% contingency and flooring brings project to ~\$325,000. The library has \$292,000 available, so a shortfall of \$33,000.
- Current policy (12/22/12) on reserve fund is 5 months expenses. If dropped to 3 months, more money is available to renovation, but must have adequate cash flow given tax influx timing. Board may need to meet to change policy.
- President had already emailed city about the funding need and director will meet with city manager on this topic Thursday. She will draft a document for potential donors.
- Builder reference interview questions needed. Director will make list of interview questions for references, with input from architect and board, before Thursday, so list can have legal review. Architect will review bids to make sure all are in order.

Old Business - None

New Business

Discussion of bid contracts occurred during Finance/Renovations committee report.

Ms. Hospodarsky moved to use end of year surplus for renovations project. Ms. Regalado seconded and the motion carried unanimously.

Discussion and evaluation of options available for moving forward with the renovation project bids occurred in Finance report, and plan of action determined.

Board conducted the periodic review of executive session minutes. Ms. Hospodarsky moved to maintain closed executive session minutes, Ms. Loreda seconded, and motion carried unanimously.

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

Meeting adjourned at 9:35 pm.

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