

**Highwood Public Library Board of Trustees Regular Meeting
May 21, 2018**

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

Absent: Bertha Chavez, Laurie Lenzini

Ms. Hospodarsky called the meeting to order at 7:16 pm.

Public Comments - None

Two new staff members - Todd Freer, children's librarian, and Elise Rubenstein, patron services associate- were introduced to the board.

President's Report

- Annual President's report will be available next meeting.
- Ms. P. Lenzini, Kuebler, and Regalado agree to be reappointed for 3 year terms. They will try to attend the next City Council meeting.
- A fundraiser is being planned, with silent auction, possibly for an October weekend. A committee will be formed, and will try to get Family Services, Family Network, HHS involved.

Secretary's Report

Ms. Hospodarsky moved to approve the minutes from the April 16, 2018 meeting. Ms. Loredo seconded and the motion carried unanimously.

Communication

- The Historical Society sent a letter to the board announcing the Spotlight on the Arts event June 15-16 in Meeting Room featuring local artists.
- A letter was received awarding \$6756.25 FY18 per capita grant to library. The FY17 check was deposited to closed Illinois Funds account. Director is arranging for a check of \$4196.66 to be mailed; this amount has to be spent by August.
- There was a communication about My Media Mall subscription. Ms. Kuebler will test eRead with Kindle. Director, staff to review eRead main page on website for correctness/ease of use.

Treasurer's Report

Ms. Loredo presented the April financials and May invoices. Ms. Hospodarsky moved to approve the May 2018 invoices as listed in Expense Detail, Ms. P. Lenzini seconded, and the motion carried unanimously.

- It appears city still owes library some PPRT money. President has created a spreadsheet to track payment start and end dates, and will confirm with assistant city manager.
- Accountant is looking into differential between 83% of materials budget spent (accrual) and 92% (cash), and director will be investigating why not closer to 100% as he expected. Accountant will also review time cards.
- Director still working on correction of previous P&L prior month accrual report in board packet (Nov 2017 included in error).
- IMET was written off as bad debt and so small repayments are put into interest and dividends line. Director will check that previous IMET money was put there too.
- 2 checks were mistakenly printed on 4/23/18 and were voided.

Librarian's Report

- Director received book offers and program proposals and will review.
- Long-term technology consultant has moved. Director recommends a remote support arrangement and board asked him to set up a contract. This allows consultant to document custom setups and processes as well. Director will need to take on some IT tasks and build a manual. This is a high priority and outline needed by June board meeting. Equipment listing will be an addendum.
- Children's librarian working on flyers to advertise summer Spanish storytimes, going out next week before school ends.
- Website calendar was updated to allow specific locations to be added, providing visibility to meeting room availability.
- Director now has access to Quickbooks and can generate final financial report for L&L grant.
- There was a question on weeding process. Director ran reports from Apollo based on circulation and copyright dates. Children's area is running out of room. Some items in children's need to be weeded by condition. Procedures manual contains new Apollo weeding procedure for staff to follow. President encouraged use of email communication to staff.
- Director to follow up with accountant on why unemployment paid electronically each quarter by accountants out of Payroll liabilities doesn't appear on reports. Concern on late payments.
- Morning book club consistently provides titles of books being discussed. Director will contact Evening book club and Sherlock Holmes group to request they supply list of future books for posting to website to be more welcoming.
- There was a question on criteria for accepting patron collection suggestions. Director obtained quote on Architectural Digest. Director will check if available on Zinio and contact patron.
- Director doesn't believe recent plumbing issue was a sewer issue.

Committee Reports

Building and Grounds: Committee will meet Wednesday. Will finalize work plan, including concrete stoop and AC unit, now that loan terms were extended. Director to recommend 5 year \$504/year contract with ESSCO. Will also discuss roof repair covered by insurance, and whether roofer can identify hail damage, in which case city said to take that route.

Finance : May 7 meeting minutes were provided. Notes on proposed budget include building in interest expense for \$50000 loan, finalizing payroll changes, lowering PPRT, adjusting MMM, adding grant, reducing hardware budget, and increasing IT services budget as much as possible, to \$4500. Per capita grants will go toward renovation project as a new line item "renovation funded by per capita". Director will check with accountant on what to do with \$50000 as income on monthly reports. Renovation expense line shouldn't be used because East Building is complete. Accountant should create new lines: Repair, and Repair/Per Capita. Also will 0 out expenses budget line 54100 for per capita materials because it will not be spent on materials this year.

Technology: Committee report from May 3 meeting as well as annual report on shared drive. Still determining whether to use Google docs.

Old Business

- Final disaster plan is to go into policies and procedures and in common documents on shared drive. May staff meeting was cancelled so director will contact staff for input. Still needs

diagram and keys list. Schematic to be created and posted with exit plans throughout building by next board meeting.

- City storage contains chairs, desk, shelves. City is OK storing these large items. Some items are already designated as junk and director will arrange disposal with city.
- DVD policy and staff procedures for Rated R movies needs to be revisited. The policy also needs to include DVD in the title to be clearer.

New Business

Annual reports: Technology annual report was posted. Director's report in packet. Others will be available in June.

Ms. Hospodarsky moved and Ms. Regalado seconded to enter Executive Session related to 5ILCS 120/Sec 2(c) 1- personnel matters. The motion carried unanimously.

Executive Session entered at 9:41 pm

The meeting was called back to order at 10:17 pm.

Ms. Hospodarsky moved to approve the FY19 balanced budget. Ms. P. Lenzini seconded and the individual voice vote passed unanimously.

The director asked if the final Live and Learn grant report could be sent in. President will review. Ms. Regalado moved and Ms. Hospodarky seconded to adjourn the meeting. The motion carried unanimously.

Meeting adjourned at 10:19 pm.