

**Highwood Public Library Board of Trustees Regular Meeting
January 22, 2019**

Present—Trustees: Bertha Chavez, Barbara Cizek, Lucy Hospodarsky, Maribeth Kuebler, Laurie Lenzini, Nora Loreda;

Absent: Diana Joren, Patricia Lenzini, Catherine Regalado

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

Public Comments - None

President's Report

- Consultant will not supply bound strategic plan copy – board member will create one for the public.
- City storage lease timing still unknown; list of items in storage to junk tabled.
- Incoming director Carmen Patlan will start February 18.
- Ms. Patlan and Ms. Hospodarsky will be attending Chamber annual dinner.
- Staff meeting will be held Saturday.
- FY19 Per Capita Grant and FY17 Expenditure Report were filed

Ms. Regalado arrived at 7:13 pm.

Secretary's Report

Ms. Hospodarsky moved to approve the regular minutes from the December 17, 2018 meeting. Ms. L. Lenzini seconded and the motion carried unanimously.

Ms. Regalado moved to approve the executive session minutes from December 17, 2018 as corrected. Ms. Hospodarsky seconded and the motion carried unanimously.

Communication

Confirmation was received that the Per Capita Grant application was accepted and reviewed.

Treasurer's Report

Ms. Loreda presented the December financials and January invoices.

Ms. Hospodarsky moved to approve January 2019 invoices as listed in the Check Detail, except checks to Greco and Becks. Ms. Loreda seconded, and the motion carried unanimously.

Ms. Hospodarsky moved to approve the Becks and Greco invoices contingent on the treasurer reviewing the details. Ms. Regalado seconded and the motion carried unanimously.

The Finance committee will follow up on several outstanding questions including invoice splits.

- 66000 Payroll Expenses (old) numbers were accountant errors with federal unemployment tax which have been fixed.
- There was discussion on Greco bill – Ms. L. Lenzini will follow up with them.
- Review of recent Beck's bill for HVAC Children's Room – Treasurer will follow up on which furnaces were serviced in other recent visits.
- Utilities line is high because 2 bills were received for sewer service.
- Some memo lines were corrected by Treasurer.
- Treasurer/Finance committee will check on WT Cox invoice.
- Baker Taylor TS3 system is over budget due to different accounting handling for pre-pay.

- Office supplies are over budget. One of the office supplies items is miscoded and should be in programming.
- Current invoices from Tech Consultant are needed.

Librarian's Report

- Staff will help with finishing periodical/magazine list with expiration dates.
- Ms. Joren is investigating adult program options. She is following up with the Ancestry.com quotation.
- Ms. San Ramon is in the process of conducting 90 day evaluations for new employees.
- President will send board the incoming director resume.
- Eread updates: shorter loan periods, new website. Elise is updating FAQ and helping patrons.
- Online certification open for state library and due by March 31. New director will complete this. ILL Traffic Survey from previous FY was already completed.
- IL Veterans History project information from state library was shared with the Highwood Historical Society, as well as news about new director hire.
- President will do a press release on new director hiring.
- Historical Society will hold a wedding dress event at the library.

Committee Reports

Building and Grounds: Roof work is done. Sign off sheet for handyman is prepared; indemnity agreement will be sent to city.

Old Business

- Finance and Personnel annual reports are still in progress.
- It is unclear whether HPFD has come for reinspection.

New Business - None

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

Meeting adjourned at 8:08 pm