

**Highwood Public Library Board of Trustees Regular Meeting  
June 25, 2018**

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

Absent: Barbara Cizek, Diana Joren, Maribeth Kuebler, Laurie Lenzini

**Ms. Hospodarsky called the meeting to order at 7:00 pm.**

**Public Comments - None**

**President's Report**

- Annual President's report is in draft form and circulated to board, awaiting some figures tomorrow from director on fire alarm costs.
- Ms. P. Lenzini, Kuebler, and Regalado were reappointed at City Council meeting June 5.
- Fundraiser meeting was postponed but Ms. P. Lenzini has a lot of ideas to start for fall fundraiser.
- President will compose a report for City Council on state of the library.

**Secretary's Report**

Ms. Hospodarsky moved to approve the minutes from the May 21, 2018 regular session meeting.

Ms. Loredo seconded and the motion carried unanimously. Ms. Hospodarsky moved to approve May 21, 2018 executive session minutes, Ms. P. Lenzini seconded and the motion carried unanimously.

**Communication - None**

**Treasurer's Report**

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

- 2 Quill invoices to Accounts Payable – not sure why categorized that way. Invoice missing from toner credit.
- Demco processing supplies is for puzzle bags.
- President has not received a response on PPRT from assistant city manager.
- Last FY book purchase planning was done from cash report. It appears some invoices were unexpectedly put in previous year; director to check with accountant. Next year will use accrual report instead, although accrual and cash should match for materials for a fiscal year.
- Accountant will also be examining split of time cards across FYs, in preparation for audit.
- IMET reimbursements should be all traceable so we can see what we have gotten back – director to follow up with accountant where 2 previous recoveries were placed.
- Director to follow up on unemployment payments still not showing, and finance committee will meet to address outstanding issues. Increased number of voided checks each month.
- Bank fee was raised to \$13, but should be put into Wire Transfer line, not other.
- Budget in Quickbooks is inaccurate for 2 items – standing order needs to be moved, and headphones should have had entry. Director will follow up.
- President to contact accountant for credit detail needed on May accounting services (\$450).

**Librarian's Report**

- Compliment received in suggestion box for staff member, which was shared.
- A question was received about ILL policy for new DVD item. ILL not possible for new items, less than 1 year. Requester recommended to get reciprocal privileges.
- For patrons asking library to renew items, suggest informing of option/ability to renew online.
- 2 volunteers will be starting.
- New cataloging instructions accommodate publisher release dates; books not put out before release dates
- Remote tech support contract is not yet in place. Director to send existing list of tech tasks to be used for consultant contract exhibit.
- Flyer accuracy a concern. Need accountability, review, and understanding of why program dates weren't posted.
- Sherlock Holmes book to be added to Programming webpage.
- Should be no problem to spend Per Capita funds by August.
- Architectural Digest is not available on Zinio.
- Scopoletti late to replace planter contents and needed prompting by director.
- Beck's installed new A/C last week at higher cost than budgeted, because Beck's had not received deposit check last fall. Director had notified them of deposit and check was issued but never cashed. Director will send president 2 quotes (original, current) and new invoice. Treasurer to call bank - stop payment on check 1328 for \$200 and ask bank to waive fee as lost in mail. In Reconciliation report also is a check from 2016 outstanding for Impact - copier. Director trying to locate this check.
- City council did approve funding a more in-depth architectural plan for joint municipal building..
- Filming will take place at library July 13; film company chose library as set for cozy atmosphere.

### **Committee Reports**

Building and Grounds: Director not satisfied with stress crack repair. It was patched, will wait for some months, then sand and finish. Looking into options to change façade on East Building. Concrete contractors just reviewed stoop project and quotes not yet received. Committee still to investigate roof/insurance.

Finance : Repair and Repair/Per Capita lines created in new reports. \$6700 still may need to be moved or not in budget, depending on whether required materials percentage is met.

Technology: met with technology contractor remotely; reported on last committee meeting. Will continue to meet more often in transition to remote support.

### **Old Business**

- Director still to contact city for disposal of junk items in storage.
- Annual reports are needed.
- IPLAR is in process, due 6/30. Director sent president a second draft.

### **New Business**

The slate of officers for FY19 was announced: Lucy Hospodarsky - President, Laurie Lenzini – Vice President, Nora Loreda – Treasurer, Catherine Regalado – Secretary. There was discussion of a succession plan. Ms. Hospodarsky moved to approve the slate of officers for FY19, Ms. Regalado seconded, and the motion carried unanimously.

There was discussion of the Prevailing Wage Ordinance. Template from the city must be updated. Director to forward Word version. Ms. Hosopodarsky moved to approve the Prevailing Wage Ordinance. Ms. Loredo seconded and the motion carried unanimously.

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

**Meeting adjourned at 9:16 pm.**