

**Highwood Public Library Board of Trustees Regular Meeting
June 26, 2017**

Present—Trustees: Maribeth Kuebler, Laurie Lenzini, Patricia Lenzini, Nora Loredo, Catherine Regalado; John Mitchell (director)

Absent: Ms. Hospodarsky (contributed by phone)

Ms. Laurie Lenzini called the meeting to order at 6:38 pm.

Ms. L. Lenzini moved to approve participation of Bertha Chavez by phone. Ms. Regalado seconded and the motion carried unanimously. Ms. Chavez joined the meeting by phone at 6:40 pm.

A motion to go out of agenda order to cover voting business first was approved.

Public Comments

Ms. Regalado asked if still necessary to have NYTimes behind desk. Director will move out to floor.

President's Report

- IPLAR preparation: Director shared draft but needs to input most recent financial info from FY17 accrual report before President reviews. Director will email revised version to board for review 6/27, to be finalized by 6/28, due 7/1. Certification page will be printed for Ms. L Lenzini signature.
- New trustee appointed by City Council June 20. The board welcomed Patricia Lenzini.

Secretary's Report

Ms. L. Lenzini moved to approve minutes from May 15, 2017 regular meeting and executive session. Ms. Regalado seconded and the motion carried unanimously.

Communication

Director and president received thank you letters from Highwood Historical Society for allowing use of scrapbook for a display at City Hall.

Treasurer's Report

Ms. Loredo presented the May financials and June invoices. FY17 accrual report was included. Ms. L. Lenzini moved to approve June 2017 invoices as listed. Ms. P. Lenzini seconded, and the motion carried unanimously.

Ms. L. Lenzini moved and Ms. Regalado seconded to approve payment request #3 from ATP for \$54423.90 This request has been reviewed by architect, was re-done, and includes change order #1 for carpentry, HVAC and electrical work. Motion carried unanimously: B. Chavez – Yes, Kuebler – Yes, L. Lenzini – Yes, P. Lenzini – Yes, Loredo – Yes, Regalado – Yes.

- Director noted money has been transferred from IMET account and only \$45 remains in capital improvement fund, so must prepare for next payments from Reserve Fund or other.
- Annual Report is a summary from Finance Committee using FY2017 accrual financials.
- Problem with Comcast 05/16 – 06/15 check detail. Director to fix memo line but does not have copy of database currently.
- Director to fix missing memo lines missing for Michaels, Demco.
- Question on \$870 bill to review fire alarm and if city couldn't waive, though sourced out. Director to inquire about waiving with City Manager.

- In P&L budget vs actual there is no budget listed for most of the items. Director to fix.
- Director to look into why book standing orders is a negative value for May 17.
- Still need follow up on accountant suggestion of whether building policy is necessary and whether the treasurer bond is too expensive?
- President will follow up with city manager on health risk pool and when we can take benefit of unspent monies in pool.
- Accountant still not getting pdfs of bank recs. They are giving database and director is running reports. Director to follow up with president's help as necessary. Director to do trial run of reports at first accounting visit of the month.
- Still problems on shared file dates to be resolved in future by correcting scanner date.
- Director has reviewed and streamlined materials ordering process so budget tracked.
- Director still to update budget spreadsheet including tabs, and including Apollo ILS annual fee in Membership Fee Licensing tab.
- Starting in May accountant was to restrict IMET Reserve out of fund balance; Treasurer to work with Director on this.

Librarian's Report

- Still need to follow up on HR Management Institute recommendations.
- In mid-July director to have phone conference with Apollo and technology consultant for new ILS. Staff did not yet take training webinar.
- Director did not receive spring grounds cleaning invoice for FY17 accruals.
- Technology committee will take on assessment of E-Read and My Media Mall value/duplication.
- Request for public comment to not include suggestions in website posted board packet to protect patron contact information. Can include text and response.
- Director to revise response to Girl Scouts meeting request based on Friday meetings during school year when library is closed and meeting room would not be available.
- East Building work has been ramped up. Back door with 10 inch drop will require step. Director working to understand how far property extends from building. Regardless, step must be added.
- President still wants to proceed with patron survey and will help prioritize; also wants to properly structure survey and take advantage of other examples for best results.

Committee Reports

Annual reports were created and will be posted to shared drive and website. Buildings and Grounds didn't meet this past FY so has no annual report. Director and Ms. Kuebler to finalize Renovations annual report.

Old Business

Director waiting until renovation complete to create disaster and recovery plan for physical building.

Ms. Regalado moved to approve Fund Balance Policy reviewed at May meeting. Ms. L Lenzini seconded and the motion carried unanimously.

Ms. Kuebler left the meeting at 7:01 pm.

New Business

Director and president provided background on change order #2 from ATP for \$2420 for additional electrical work, exit signage, and drywall. Electrical outlet needed in ceiling for overhead projector

and 2 new outlets in wall because existing are too spread out. Additional exit signs were required by fire inspector. Ms. L. Lenzini moved to approve change order #2, Ms. Regalado seconded and the motion carried unanimously.

Flooring bids for work outside scope of ATP contract were discussed. Quotations from Duncan Flooring and Zens were obtained. Duncan quoted a floating vinyl floor and there were questions about whether the other quotation had comparable materials, certified prevailing wage, inclusion of vestibule flooring, and patching. Director and president will coordinate to ensure comparable bids.

Ms. Regalado move to approve accepting Duncan Flooring proposal dated 6/1/17 for \$11385 in the event that no other comparable or lower acceptable bid be received in the coming week. Ms. Loreda seconded and the motion carried unanimously.

Ms. L. Lenzini moved to approve adoption of Prevailing Wage Ordinance. Ms. Regalado seconded and the motion carried unanimously.

Ms. Chavez left the meeting at 7:19 pm at conclusion of voting business.

Ms. Regalado moved and Ms. L Lenzini seconded to adjourn.

Meeting adjourned 8:17 pm.

Next regular board meeting will be Monday, July 17, 2017.