

**Highwood Public Library Board of Trustees Regular Meeting  
August 29, 2016**

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

Absent: Bertha Chavez

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

**Public Comments - None**

**President's Report**

- Staff prepared submission for City Newsletter.
- City appraisal of properties complete – director will place copy in Operations folder of shared drive.
- Joint city/library committee to meet soon. President would like to have additional board/director strategizing session once FGM feedback is received.
- Donna Krol will contact director about displaying some family needlework.
- Contacted by a patron regarding staff interaction.

**Secretary's Report**

Ms. Hospodarsky moved to approve the meeting minutes of July 21, 2016 as amended. Ms. Lenzini seconded and the motion carried unanimously.

**Communication**

- Director reported a thank you letter from Highwood Historical Society.
- A Smithsonian subscription was received as gift from Barbara Lindblad.
- Communication with States Attorney office for vandalism incident to flag pole concluded no damages for library.

**Treasurer's Report**

Ms. Loredo presented the July financials and August invoices.

Director is to investigate source of miscellaneous income and see if it could be categorized.

Ms. Hospodarsky moved to approve August invoices as presented, Ms. Regalado seconded, and the motion carried unanimously.

- Director and accountant will create list for next board meeting on standing payments for checks when a monthly board meeting is cancelled.
- IMET liquidating fund amount reclassified by accountant and written off as a bad debt expense to close books for audit.
- Investment of grant funds: director investigated with current bank, and it was not simple to convert to interest bearing account. A possibility is to use still-open Illinois Funds account. Board does not want wire transfer fees to overtake any possible interest.

**Librarian's Report**

- Volunteer offer discussed last meeting should be starting soon.
- Visits from school classes from Oak Terrace and from North Chicago planned.
- Quote from Zens obtained for carpeting ramp to bathroom in YA Room. Director to ensure installation is only being charged once.

- Renovation update: there are concerns about plumbing water service to building with plan-specified autoflush toilets. Contractor confirmed with plumber that line is too narrow. Cost to change is high. Will have to switch to manual flush toilets; wall mounted preferred.
- Fire alarm system inspected by HPFD. Addressable alarm will be required. Varied quotes for upgrading received. Director will confirm with architect that fire safety for East Building is included in renovation.
- Greco reviewed electrical systems and found everything was fine. The door close needs to be repaired and with insurance reimbursement. Director to get more information and consult with city manager.
- DVD displays were donated and delivered; president to send thank you note.
- Partial inventory was completed in the past and requires some work to reconcile.

### **Committee Reports - None**

### **Old Business - None**

### **New Business**

- Director provided renovation updates on ramp carpeting and plumbing under his report.
- Sandstone and khaki brown colors chosen for bathroom trims. Two meeting room tile options with trim were also selected.
- Accountant will keep IMRF submissions with the city.

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

**Meeting adjourned at 8:54 pm.**

Next regular board meeting will be Monday September 19, 2016.