

**Highwood Public Library Board of Trustees Meeting
August 15, 2011**

Present—Trustees: Alison Aldrich, Sue Atkins, Jaime Barraza, Bertha Chavez, Mark Frye, Laurie Lenzini, Nora Loredo, Catherine Regalado; Susan Niles, Office Manager; Kay Kelly, Building and Grounds.

Absent: Lucy Hospodarsky, Tony Molaro (Director)

Meeting called to order at 7:07 pm.

Approval of Participation by Electronic Means

Ms. Regalado moved and Ms. Aldrich seconded to allow Ms. Lenzini to participate by telephone; the motion carried unanimously.

Additions to Agenda

Additions to the agenda were made under old business and committee reports.

Public Comments

Comments from the Suggestion Box were reviewed. The director can address the comments on noise level of staff and children at next meeting. It should be a consideration for space planning.

Vice President's Report

- Mr. Barraza welcomed Ms. Atkins to the board. Ms. Atkins and Mr. Barraza will follow up with city council on term length.
- Mr. Barraza expressed that board's thoughts are with Mr. Molaro and family.
- **Ms. Lenzini joined the meeting at 7:17 pm by telephone. New speaker phone will be set up for next time.
- Ms. Niles reported that no real estate taxes have been received from city. Ms. Zabinski at the city has been emailed by Mr. Molaro, Ms. Niles, and Ms. Loredo. She says that a payment request has been submitted and payment must be approved by city council. Mr. Lolli has advised board in the past that this is not accurate. She has not responded to library requests for copy of city paperwork for county pass-through payment which county says has not been received. Board stressed that contact with city should be in person and Mr. Marabella should be involved. Ms. Niles will go to city hall tomorrow with intention of receiving May, June, July real estate taxes by check, a copy of the letter for pass through payment to Lake County, and a copy of city audit. If these items are not received, library will need to attend city council meeting to rectify.
- Renovation status was further discussed under committee reports.

Secretary's Report

The board reviewed the minutes from previous meetings. Ms. Regalado moved to approve the minutes of the July 18, 2011 regular meeting, and July 26, 2011 and August 1, 2011 special meetings. Ms. Aldrich seconded and the motion carried unanimously. Ms. Regalado moved to approve the minutes of the July 18, 2011 executive session, Mr. Frye seconded, and the motion passed unanimously.

Communication

Nuestro Center thanked the library for use of storage space during their summer camp.

Financial Report

Ms. Niles and Ms. Loredo presented the financial report and details.

- General Fund has gone below \$100,000 because of no tax receipts.
- Reduction in number of accounts is desired. Specifics and history for memorial accounts is unclear. Options of combining accounts and spending down accounts were discussed. Ms. Kelly mentioned Ms. Knoepfle could provide input on preference for Children's Book Fund spending. Ms. Retnauer could answer whether money was added to these funds from other donors beyond original memorial. Contact persons should be found for memorial funds. This will be further discussed at next meeting.
- Fundraising account funds are from wreath and cookbook sales.
- Ms. Niles will follow up on what happened with anonymous donation for technology which has not been reflected in P&L but is being spent.
- Ms. Niles is waiting to hear from Comcast to schedule telecommunications change.
- Legal fee for one hour was for prevailing wage work brought to library by legal firm.
- Board expense for HR consulting is what had been proposed.
- IMRF had been budgeted too low. Finance committee will update in September.
- There is no explanation for why maintenance line item in budget is blank. This needs to be reconciled with budget given to city. Finance committee will work on discrepancies.

Ms. Aldrich moved to table the Financial Report for July 2011 to correct items, Mr. Frye seconded, and the motion carried unanimously. Ms. Loredo will arrange Finance Committee meeting to review budget.

Director's Report

The board reviewed the director's written report and statistics for the month of July. Questions will be saved for his return.

- Ms. Niles noted that the Financial Report would not be prepared in time if COW and regular meeting dates were switched. If dates kept as is, board prefers director and president reports to be current to the third Monday meeting date.

Committee Reports

Technology Committee (Mr. Frye):

- Koha maintenance/cost to get functional was too high, so Apollo/Biblionix ILS is being implemented with timing of September/October.
- 5 computers arrived for hardware upgrade, more to come. 15 low-value towers will be disposed via free raffle for students, coordinated with schools.
- Comcast order has been placed for phone/fax/internet lines, still needs to be set up.
- ILS needs to be in place before children and staff computers are set up. MyMediaMall requires ILS and is estimated conservatively by December.
- Constant Contact investigated, costs \$252/yr, 1 month trial will be evaluated.
- Mr. Barraza is setting up Google site to house password-protected board documents.
- Mr. Molaro is checking on VPN/library server for storage requirements.

· Mr. Barraza will work with website owner to get more complete Spanish translation. Responsibility for website, and keeping an updated and clean look to the page, will be discussed at next Tech meeting.

Renovations Committee (Ms. Aldrich, Mr. Barraza):

- Status of project is that main room bathroom is open and working for now, and committee has met with two designers/architects. One firm has not responded. One firm is providing a checklist to make sure all phases of plan are included in comparing bids. Timing on receipt of estimates is unknown.
- Bathroom locations on Melichar plan were reviewed. The YA and bookstore bathrooms remained, main room bathrooms were closed, and new bathrooms were created in current office closet. Required number of bathrooms was discussed but no professional opinion has been obtained yet. ADA variance request is a possibility.
- Several options were laid out: 1. Take no action now but continue with interviewing and selecting design firm. 2. Give Director authority to renovate bookstore bathroom if needed (~\$900). 3. Immediately renovate bookstore bathroom. 4. Fix plumbing line under main library (~\$5500 for plumbing plus costs for carpet laying/shelving/staff time) when main room bathrooms break again. 5. Fix line and repair main bathrooms immediately.
- Ms. Lenzini felt plumbing was not an emergency but shelving and carpeting in main room could be done now. It was clarified that any subsequent main room plumbing would require tearing up carpeting glued to floor so this was not an economical option.

Unfinished Business

Ms. Aldrich moved to give Mr. Molaro a directive to repair the bookstore bathroom. There was no second.

Mr. Frye moved to authorize Mr. Molaro to use lowest bid to repair pipe under main room. Ms. Loredó seconded. Mr. Frye added that this should be done within 2 weeks, and Ms. Lenzini seconded the amendment. Mr. Frye noted that a majority of the plumbers recommended repair. Ms. Regalado spoke against the motion saying that there was no plan and this repair perpetuated poor plumbing design that a plan may be able to address. Ms. Aldrich spoke against the motion stating that laying down carpet is essentially deciding on plan before an architect can create one. Ms. Lenzini spoke on wanting to see action on carpeting and shelves. Mr. Barraza added a friendly amendment to the motion to include action on the lowest bids for carpeting and shelving. Mr. Frye accepted the amendment. Mr. Barraza stated that shelving can be moved around later, and the director had drawn up a space plan as part of the interview process. Mr. Barraza added a friendly amendment to use director's space plan. Mr. Frye accepted the amendment. Ms. Regalado reminded board of discussion to hire architect on July 18 and noted absence of board president and director for input. Ms. Aldrich moved to table the motion. Ms. Regalado seconded. Roll call: Frye- no; Aldrich-yes; Atkins-yes; Loredó-yes; Chavez-yes; Regalado-yes; Lenzini-yes; Barraza-yes. Motion was tabled.

Renovations committee will decide on meeting date and further review options.

Ms. Lenzini left the meeting at 9:30.

Ms. Atkins moved to table rest of unfinished business in agenda item 12 (renovation items plus policies previously added to agenda: Customer service policy, Unattended Children Policy, Reference Services Policy, Computer Use Policy). Mr. Frye seconded and the motion carried unanimously.

Ms. Regalado noted that when Personnel Committee members are present at next meeting, director's goals need to be reviewed with board input.

Ms. Atkins moved and Ms. Loreda seconded to adjourn the meeting.

Meeting adjourned at 9:36 pm.