

**Highwood Public Library Board of Trustees Meeting  
July 15, 2013**

Present—Trustees: Lucy Hospodarsky, Laurie Lenzini, Nora Loreda, Catherine Regalado, Elizabeth Van Arsdale; John Mitchell, Director; Kay Kelly, staff/Buildings and Grounds

Absent: Bertha Chavez

**Meeting called to order at 7:03 pm.**

**Public Comments**

Suggestion box comments were reviewed and discussed.

- There was a complaint about the noise level of children. Mr. Mitchell said staff have been monitoring noise and if there are problems, the patron must leave the library. The problem may be when parents and siblings come in with tutoring groups and it becomes loud because the whole library is used.
- Director agrees with request on 60 minutes usage per computer being extended when available. Right now software caps at 1 session a day and there appears not to be a reset option. The message could be altered to warn on a renewal. Director is writing up procedures and figuring out kinks in new software.
- US Reference Data Service was requested. Director believes this is an expensive database like a business white pages. Director will ask requestor what specifically is being referred to because this term isn't found by internet search.
- There was feedback on children's reading program. Ms. Kenney provided a response. She clarified that children are entered in a pool for 3 weekly prizes. Once 10 books are read, they are entitled to choose 1 free book from a catalog. The flyer/poster and website referring to prize at 5 books will be corrected. Chamber of Commerce could be tapped for soliciting prizes in the future.
- Other public comments included a discussion of dress code for employees. This will be addressed at the staff meeting as a general comment and included in employee manual.
- There was discussion on whether name must be included with comment form to be considered.

**President's Report**

- Per capita grant requires trustees to read Chapter 10 of Serving Our Public Marketing and Publicity, and execute an environmental scan. President suggests conducting SWOT analysis in open meeting, then later could survey public. Per capita grant due October 15. Special meeting will be scheduled via Doodle poll
- Mr. Mitchell is celebrating 1 year anniversary with library. In an effort to clarify roles of board and director regarding operations, and avenues of communication, President would like to have one-on-one meetings with each trustee. She will compile into summary and discuss, possibly at SWOT special meeting.
- President and director discussed committee objectives, prioritization, and 1 year plan. A few things will be added. Original timing is aggressive. Committees will meet before next board meeting for prioritization and timing of year's relevant

goals, using most recent draft 1 year plan which president will place on shared drive. President will then prioritize across committee priorities.

### **Secretary's Report**

Ms. Regalado moved to approve minutes from the June 17, 2013 regular meeting. Ms. Lenzini seconded, and the motion carried unanimously.

### **Treasurer's Report**

Ms. Loreda reported, with Ms. Hospodarsky:

- April amended accrual will be approved once audit is completed.
- Property taxes have to be booked for the previous fiscal year because they are in arrears.
- New line item for library following city's audit: Due to/from City of Highwood. It was discovered that the city owes the library some property tax money and the library owes the city reimbursement for library portion of liability insurance premium and library's portion of 2011 audit. Auditor submitted separate invoice for library's portion, but new auditor will not bill this way so library not expecting audit bill in future.
- Accountant erroneously generated P&L report with prior day instead of prior month figures.
- Accountant booked revenue for PPRT but revenues are actually Per Capita Grant money. Correction will be in next month's financials. There was discussion on meaning of PPRT. This is a payment the city gets every month, which library is entitled to 10% of (roughly \$800) but has never requested. President will talk to Mr. Hartman.
- Reports on fax income still need to be figured out.
- Ms. Svec and Mr. Knutson will be consulted regarding timing on PC Reservation bill, not accrued for FY13 as expected.
- Contingent/misc expense was an accounting correction for bank mistake.
- There should be only 1 charge for document destruction--director will check with Ms. Svec. Her firm is only access to Quickbooks accounts currently.
- FICA is higher in May because of extra pay period
- Donation from Kraft for 2012 came in.
- Materials budget in several categories is already spent out for the whole year. This is cash basis.
- Finance committee is meeting with Ms. Svec. There was discussion that board is approving spend, not report. Income statement and cash on hand is approved. Quickbooks gives cash basis and accrual basis reports.
- \$25/month USA Today newspaper was an extension for a month. Director plans to use consolidated service moving forward.
- Contractors should be invoicing and should not be paid ahead of time.
- Previous Minolta late fees were again discussed and need to be investigated. Mr. Mitchell thought it was misnamed in previous report.
- There was concern about version of financials on shared drive – only a snapshot at certain date.

Ms. Hospodarsky moved to approve May 2013 Financial Packet with PPRT reclassification to per capita grant. Ms. Lenzini seconded. The motion was withdrawn, as Finance committee will meet prior to board meeting to finalize report for May and June. Ms. Loreda read out checks. It was noted that debit card will be used in future. Ms. Hospodarsky moved to approve July 2013 invoices with exception of one split check to Wajda and one check to Zabinski until clarified at 7/16/13 meeting and paid as appropriate. Ms. Loreda seconded and the motion carried unanimously.

### **Librarian's Report**

Mr. Mitchell passed out a written report to the board.

- Accounts in Baker and Taylor have been narrowed down.
- Summer reading program—59 registrants read 692 books.
- Borders' shelves have been moved to Children's room with help of Mr. Frye and some staff. Need to inventory shelves in back room.
- IPLAR was submitted
- User authentication system was set up last week; procedures are being developed. Follett system is old and cannot communicate directly, so patron information has to be entered in both places. May need to update patron database once a week, similar to My Media Mall. A lot of patron database cleanup is needed; patron cards can be disposed.
- Director is taking records management course through University of Wisconsin.
- Chamber of Commerce meeting information hasn't been received recently. They are using the display window for their 50<sup>th</sup> anniversary.
- Statistics report for next time.

### **Committee Reports**

Building and Grounds Committee did not meet. Ms. Kelly obtained quotes for light fixture checking and repair. One in office, two in main room have fallen. Ms. Hospodarsky will check with Twin Supplies which retrofit fixtures under DCEO grant. Drop box possibly to be painted. Outer and inner doors scrape and may need specialized repair or purchase of new doors, or can switch which door will open. Suction cup signs for neater signage display requested.

Finance Committee will meet tomorrow.

Personnel Committee did not meet

### Policy Committee

Ms. Van Arsdale will post key bullet points of department policy at circulation desk. Will get this translated to Spanish, and will be in binder for staff and also on website. City follows Illinois Clean Air Act—no smoking within 15 feet of front doors. Ms. Kelly felt this (and bikes blocking entry) is unenforceable by staff.

Unattended children policy is now enforced. This policy should also be translated.

Technology Committee met and will report next time.

**New Business**

Mr. Mitchell passed out pricing information on the purchase of the AWE educational software and the ELF browser with the Discover Card pumpkin fest award money. Intention for Bilingual on 2 computers, English on other 4. Ms. Hospodarsky asked if this is an annual fee, and some materials indicate ELF browser is. Mr. Mitchell needs to obtain more information on costs and there was no motion to approve purchase.

The board had all read Chapter 10, Marketing, Promotion, and Collaboration of the Serving the Public Handbook.

Ms. Van Arsdale rewrote to a single policy (the Unattended Child and Disruptive Behavior Policy) to replace existing policies,. Ms. Hospodarsky moved to approve the Unattended Child and Disruptive Behavior Policy, Ms. Regalado seconded and the motion carried unanimously.

Ms. Van Arsdale noted a proposed change in patron information records to purge every 3 years. Ms. Hospodarsky moved to approve new line item to the Record Retention Schedule, Ms. Regalado seconded and the motion carried unanimously. Mr. Mitchell will begin this purging process with all expired records.

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

**Meeting adjourned at 10:55 pm**

Next regular board meeting is scheduled for Monday, August 19, 2013 but will need to be changed as 2 trustees are away.