

**Highwood Public Library Board of Trustees Meeting  
June 15, 2010**

Present—Trustees: Alison Aldrich, Jaime Barraza, Catherine Regalado, Judy Broderick, Mary Tondi; Marni Mans (assistant director); Bill Lolli (accountant) Absent: Lucy Hospodarsky

**Meeting called to order at 7:18 pm.**

**Announcements**

Ms Lakin's daughter had a heart attack and the board will send their sympathies and a gift via Ms. Tondi of the Personnel Committee.

**Minutes**

The board reviewed minutes from Ms. Mans of previous meetings and noted corrections. Ms. Broderick moved to approve the minutes of the May 10, 2010 Special Meeting. Mr. Barraza seconded and the motion carried. Mr. Barraza moved to approve the minutes of the May 17, 2010 meeting. Ms. Broderick seconded and the motion carried. Ms. Regalado moved to approve the minutes of the May 27, 2010 Special Meeting. Ms. Tondi seconded and the motion carried. Ms. Tondi moved to approve the minutes of the June 5, 2010 Special Meeting. Mr. Barraza seconded and the motion carried. Ms. Broderick moved to approve the minutes of the June 5, 2010 Executive Session minutes. Ms. Tondi seconded and the motion carried. The executive session minutes will not be released until the director contract is signed.

**Housekeeping**

Ms. Broderick moved to change in the Bylaws the regular board meeting schedule to the 4<sup>th</sup> Monday of the month to allow the new director to attend. Ms. Aldrich seconded and the motion carried unanimously by roll call.

Ms. Aldrich moved to change in the Bylaws that the Committee of the Whole and/or separate committee meetings will be held on the 1<sup>st</sup> Monday of month, but if this falls on a holiday, it will be the first Tuesday. Ms. Regalado seconded and the motion passed unanimously by roll call.

Ms. Aldrich moved to publish the meeting calendar at the library and on the website. Ms. Broderick seconded and the motion passed.

**President's Report**

Ms. Aldrich has been focusing on Building and Grounds and the Director's contract. References have been checked, and the background check will be complete by Monday. The Director has requested meetings with staff, accountant, and architect, which will occur on Friday June 18. The Director will begin 2 weeks after approving the contract.

Ms. Aldrich encouraged recruitment for the board treasurer position. Board trustees need to be Highwood residents, though residents from other cities can serve on committees or

help on special projects. Ms. Tondi knows a potential treasurer candidate. Ms. Aldrich and Mr. Barraza will follow up on two other potential board members.

### **Treasurer's Report**

Mr. Lolli reviewed the balance sheets for April 30 and May 31. Real estate taxes have not come in for May/June, though the city has received in the money. Ms. Aldrich will check with the city on status of payments to the library.

Ms. Regalado asked about the convenience account. Ms. Mans must put money that comes in over the counter, including cookbook sales, into this account because US Bank will not allow Ms. Mans to manage the account. Ms. Retnauer is the only signatory currently. A board resolution or form is required to make changes and Ms. Tondi and Ms. Mans will sort out with US Bank to add Ms. Mans to the account. Mr. Lolli recommended that the Convenience Account be for the director's convenience and contain approximately \$5000, with the remainder in the General Fund. Ms. Aldrich moved to transfer \$15,000 from the Convenience Account to the General Fund and appropriate fundraising accounts. Ms. Regalado seconded and the motion carried.

The 2009-2010 ~\$32,000 surplus over budget is almost entirely accounted for by the unexpected DCEO grant, the book sale income, and salary and insurance savings.

The cookbook underwriting pledge of \$6000 from US Bank has not yet been transferred to the library. Ms. Tondi will follow up with the bank.

The IMRF/salary expense was very large this past month because of a clerical error by the city where all city IMRF payments came from the library account. This will be rectified with a credit to the library June 16. The Library Furnishings item includes payment for Borders bookcases.

Ms. Regalado moved to accept the May 2010 report and annual financial report for 2009-2010. Broderick seconded and motion carried.

Mr. Lolli reviewed the 2010-2011 budget draft. Ms. Broderick recommended lowering cookbook expected income by \$10,000. The next budget revision may have lower tax levy income and will not have one-time DCEO grant income. Renovation expenses, increased salary for the director, and increased hours account for the forthcoming budget deficit versus previous years. Ms. Aldrich requested an increase to the general maintenance line for unexpected and additional expenses to \$75,000 and to the furniture and equipment line to \$55,000. Ms. Mans added that an estimate for new circulation software of \$25,000 should be included in the Cataloging Software line. This brings expenses over income to ~\$182,000. It also leaves a ~30% reserve fund of \$86,000 after this fiscal year, which Mr. Lolli agreed was good policy. Ms. Regalado moved to accept the 2010-2011 budget with the four changes, Ms. Broderick seconded, and the motion carried.

Ms. Mans presented bills for the month. Ms. Broderick moved to pay the bills, Ms. Tondi seconded, and the motion carried.

### **Election of Board Officers**

Ms. Aldrich nominated Ms. Regalado for the office of Secretary. Ms. Broderick seconded and the motion carried.

There were no nominations for office of Treasurer and the position will be vacant for now.

Ms. Regalado nominated Mr. Barraza for the office of Vice President. Ms. Aldrich seconded and the motion carried.

Ms. Regalado nominated Ms. Aldrich for the office of President. Ms. Broderick seconded and the motion carried.

**Ms. Aldrich moved and Ms. Broderick seconded that the board enter Executive Session at 9:10 pm to discuss personnel.**

**The meeting was called back to order at 9:40 pm.**

### **Committee Reports**

Ms. Aldrich reviewed committee procedures. The library director is a member of all committees. Ms. Aldrich appointed Ms. Tondi to the Personnel committee, Ms. Tondi and Ms. Regalado to the Policy committee, Mr. Barraza to the Buildings and Grounds committee, Ms. Hospodarsky to the Publicity committee, Mr. Barraza, Ms. Regalado, Mr. Knutson, and Ms. Cimarrusti to the Technology committee, and Ms. Broderick to the Cookbook committee.

The Policy committee will pursue the Spending Authority, the director job description, and the personnel policy for the next meeting.

The Buildings and Grounds committee included a library renovation plan and various quotations in the meeting packet.

### **New Business**

Costs and timing of moving stored shelving from City storage were reviewed. Ms. Broderick moved that all stored Indiana shelving be sold to Paul Frischer for \$750 including Mr. Frischer removing them from City storage. Mr. Barraza seconded and the motion passed unanimously by roll call vote.

Ms. Broderick moved to allow up to \$12,000 to disassemble, disconnect electricity, and move shelving from Borders. Additional bids will be obtained. Ms. Tondi seconded and the motion passed unanimously by roll call.

A vote on hiring a library building consultant was tabled until more information is available for the board.

Ms. Mans reported that the men's bathroom in the main library is now unusable and bathroom renovations need to start as soon as possible.

Ms. Mans presented a proposal for My Media Mall access to digital books, with the upfront cost of \$2500 to be paid this month from the Per Capita Grant. There is an additional \$1100 annual fee. Ms. Regalado moved that the library purchase My Media Mall access. Mr. Barraza seconded and the motion passed unanimously by roll call.

Ms. Broderick inquired about selling the cookbook from booths at the Farmer's Market and Highwood Street Market. The library will be at some Farmer's Market evenings with the summer reading program.

Ms. Tondi announced that Bridie McKenna's is promoting the cookbook by preparing selected recipes at the restaurant.

The next board meeting is Monday, June 28<sup>th</sup>; tabled agenda items will be covered then.

Ms. Regalado moved and Ms. Broderick seconded to adjourn the meeting.

**Meeting adjourned at 10:08 pm.**