

**Highwood Public Library Board of Trustees Monthly Meeting
June 15, 2015**

Present—Trustees: Bertha Chavez, Lucy Hospodarsky, Laurie Lenzini, Nora Loreda, Catherine Regalado; John Mitchell, Director

Absent: Maribeth Carlini

Ms. Hospodarsky called the meeting to order at 7:06 pm.

Ms. Hospodarsky moved to go out of order on agenda to handle all business requiring quorum votes and Ms. Lenzini first. Following votes and Building and Grounds committee update, Ms. Lenzini left the meeting at 7:40 pm.

Public Comments

There were no public comments.

Suggestion box comments were addressed in director's report.

- Director contacted collection requestor.
- There has been no change in donation policy – this will be emailed to staff. New donations have been processed and put out for sale.

President's Report

- June staff meeting went well – notes are being reviewed by President. These will be shared with board and Director will put notes into shared drive for staff. Director will also upload director's report for staff.
- Ms. Hospodarsky attended the Highwood Historical Society annual meeting. The director mentioned Society president will postpone Rupp Museum presentation until after renovations.
- City of Highwood is investigating installation of T-Mobile telephone tower. There will be a July public hearing and it will be sited either in library parking lot or Everts Park. There was discussion of plat of survey – director will see if Ms. Kelly knows current document location so new plat doesn't have to be commissioned.
- The board terms for Ms. Regalado and Ms. Van Arsdale expired May, 2015. Ms. Regalado will seek renewal at June city council meeting. Ms. Van Arsdale is unable to renew her board term but will remain involved with Renovations committee.

Secretary's Report

Ms. Hospodarsky moved to approve regular meeting minutes of May 18, 2015. Ms. Lenzini seconded, and the motion carried unanimously.

Communication

There was a communication from Illinois Funds on management changes. Ms. Loreda will follow up.

Treasurer's Report

Ms. Loreda reviewed the May financials and June invoices.

- The legal bill was for April 20, 2015 review of grant contract and IMET discussion. Outputs will be copied to Legal folder on shared drive.

- The E-Read bill was received after staff meeting, but service doesn't start until payment received. Director will ask about re-prorating to reflect actual start date.
- 3 voided checks related to IMET money transfers. For future disbursements, director will talk to accountant about best practice.
- Finance committee charted paths for monies in and accounts/investment destinations and accountant will review for finalization.

Ms. Hospodarsky moved to approve the June 2015 invoices presented in the check register. Ms. Lenzini seconded and the motion carried unanimously.

The board reviewed FY15 financial statements which Finance committee had reviewed in preparation for audit. The director and accountant will conduct line-by-line review of FY16 report, using board-approved budget, as it appears accountant used FY15 budget instead of FY16. Lines with issues include Per Capita Grant, Baker/Taylor T3, and Liability/Property Insurance. The children's book item of \$1250 needs to be booked as standing order, not book lease. Treasurer will confirm approved budget is in shared drive.

Librarian's Report

The director provided his report and reviewed some items:

- Meeting with architect on renovations
- E-Read program to begin
- Director will follow up on group purchase for Zinio to ensure preferred magazines are retained if this possibly lower cost path is taken
- Pest control company is changing.
- Train schedules now available behind desk and director will email staff an alert
- Stamps could be provided at cost – this is a rare request
- There was a discussion of open positions but currently staff hours are not changing
- Ravinia tickets will be distributed with a limit per family. Children's librarian will send notice to Alderman Peterson to advertise. Several passes for classical performances could be offered as prizes for reading program.

Committee Reports:

Building and Grounds

Ms. Lenzini posted annual report. Planters will be repotted this week, and moving bush for bike rack will be quoted. Renovation of office proposal to subdivide office was approved by Finance committee and director will proceed.

Finance

Draft annual report was sent to board. Line items were reviewed and notable items were explained. Final report is expected in September after the audit.

Personnel

Committee met and compiled board's evaluations, then conducted director's review on June 2nd.

Renovations

The architect and city personnel met with director to discuss fire safety codes. Architect is waiting on response from code enforcement on requirements. President will contact city manager. Architect suggested making both entrances accessible, but this would be a grant revision and would cost bathroom fixtures. Finance committee approved renovations expenditure of engineering review of HVAC, plumbing, and electrical.

New Business

The library is required to adopt a Prevailing Wage Resolution annually.

A motion to approve the Prevailing Wage Resolution was made by Ms. Hospodarsky, seconded by Ms. Regalado. All present voted aye and the resolution passed.

Ms. Regalado moved to dispose of 4 obsolete Acer computers to be rotated out in accordance with computer rotation cycle, Ms. Loredó seconded, and the motion carried unanimously.

President Hospodarsky announced the slate for board officers: Lucy Hospodarsky, President; Laurie Lenzini, Vice President; Nora Loredó, Treasurer; Catherine Regalado, Secretary. There were no nominations from the floor. Ms. Hospodarsky moved to approve slate as presented. Ms. Regalado seconded and the motion carried unanimously.

Mr. Mitchell left the meeting at 8:34 pm

Ms. Hospodarsky moved and Ms. Loredó seconded to enter Executive Session related to 5 ILCS 120/Sec 2(c) 1 – personnel matters.

Executive session entered at 8:34 pm

Meeting called back to order at 9:02 pm

President will review director's draft of IPLAR, then secretary will review.

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

Meeting adjourned at 9:12 pm.

Next regular board meeting will be Monday, July 20, 2015.