

**Highwood Public Library Board of Trustees Meeting  
October 15, 2012**

Present—Trustees: Sue Atkins, Bertha Chavez, Lucy Hospodarsky, Laurie Lenzini, Nora Loredo; John Mitchell, Director; Kay Kelly, Building and Grounds/Renovations  
Absent: Mark Frye, Catherine Regalado

**Meeting called to order at 7:07 pm.**

**Public Comments—None**

**President’s Report**

- Ms. Hospodarsky updated the board on the Pumpkin Fest and volunteer needs. Discover Card is sponsoring a contest for Pumpkin Fest and is awarding \$1 per pumpkin carved and lit to the city that carves/lights the most pumpkins. The second runner up will receive \$10,000. The money must go towards education so the city announced on October 5 that the Highwood money will be awarded to the Library. The city’s PR firm, Ripple Public Relations, has suggested the library sponsor a carving contest on Thursday, October 18, to encourage carving. Mr. Mitchell and Ms. Hospodarsky met with Mayor Pecaro and Alderman Falberg on October 6 to discuss the details of the library contest. Teams of no more than 10 can participate, and to be eligible for the contest, a team must carve at least 300 pumpkins. First place will be \$500, 2<sup>nd</sup> place \$300, and 3<sup>rd</sup> \$100. Since the Library is guaranteed at least \$10,000, the potential outlay of prize money will net against the 1<sup>st</sup> or 2<sup>nd</sup> place winnings. Volunteers are needed to help gut the pumpkins and during the night of the library contest. Ms. Hospodarsky has been helping with PR at local schools, and Ms. Atkins will also deliver flyers.
- The Per Capita Grant has been completed.

**Secretary’s Report**

Ms. Hospodarsky moved to approve minutes from the September 17, 2012 regular meeting. Ms. Loredo seconded and the motion carried unanimously.

**Communication**

Ms. Hospodarsky sent a letter to Judy Johnston thanking her for writing the Lois Lensky Public Library grant, along with other volunteer activities (League of Women Voters and Highwood’s comprehensive planning commission). Sadly, Judy is very ill.

**Treasurer’s Report**

Ms. Loredo reported that Zabinski Consulting Services has been hired to provide accounting services. The contract has been reviewed by the treasurer, director, and president, and Mr. Mitchell will sign it.

Ms. Regalado arrived at 7:30 pm.

Ms. Hospodarsky reminded the board about lines of communication with contractors.

The Transaction List by Vendor was reviewed, and the process and pay schedule for contract/invoice on technology contractor was discussed.

Ms. Hospodarsky moved, and Ms. Lenzini seconded, to approve the October 15, 2012 invoices. The motion passed unanimously. As Zabinski Consulting was recently hired for accounting, the monthly financial report is not yet ready. Ms. Loreda noted there will be a Quicken payroll system in new year.

Ms. Hospodarsky moved to table approval of the financial packet, Ms. Atkins seconded, and the motion passed unanimously.

### **Librarian's Report**

- Mr. Mitchell reported that he has been interviewing for open positions. Offers have been made for children's librarians, and patrons' service desk positions will be filled shortly.
- Ms. Kelly has been helping to clear out space in the staff area, making more space for public. Patron feedback has been very positive to the improved cleanliness. Ms. Kelly and Ms. Atkins have helped with interior decorating. Pictures will be taken for before and after.
- Next week the new copier will be installed, with fax capability that has increasingly been requested. Lease of copier could be converted to a municipal lease with chargebacks from city, which would allow library to own after 5 years. After discussion, board preferred to keep existing agreement.
- Locks have been rekeyed for insurance purposes. Some important finance and tech information needs to be located.
- Procedure manual will be shared with staff, and will also be helpful for new staff.
- K9 program is going well and party will be November 3<sup>rd</sup> (date shift).

### **Committee Reports**

Renovations: Committee has master plan booklet; some changes will be made. Renovation committee will meet again. Mr. Frye's goal summary was incorporated.

Building and Grounds: Ms. Kelly reported on installation of low maintenance landscaping. Roofing for children's room will be done in spring.

Finance: Committee will meet soon, once accountant has more time to become familiar with finances. Next year's budget must be approved at November board meeting.

Personnel: Policy will be addressed. Job descriptions and procedures are being developed. Director review timing will be changed to six months.

Policy: As circulation desk posting board had not been located, other display options were discussed, including a slat wall panel or LCD panel (renovation consideration). Posting policy needs to be developed. Board agreed entryway posting should be streamlined, for hours and library event announcements only.

Technology: While Library/Friends have Facebook and Twitter accounts, board wants to focus on website for now. Internet safety policy would be good to have; Oak Terrace principal would like to have seminar on the topic.

Ms. Hospodarsky moved to enter Executive Session to discuss securities and investments. Ms. Regalado seconded, and the motion carried unanimously.

**Executive session entered at 8:59 pm**  
**Meeting called back to order at 10:02 pm**

Ms. Regalado moved to adjourn and Ms. Hospodarsky seconded.  
**Meeting adjourned at 10:04 pm**