

**Highwood Public Library Board of Trustees Meeting
July 16, 2012**

Present—Trustees: Bertha Chavez, Mark Frye, Lucy Hospodarsky, Laurie Lenzini, Nora Loredo, Catherine Regalado; Ferguson Mills, Staff Liaison; Kay Kelly, Building and Grounds/Renovations

Meeting called to order at 7:02 pm.

Public Comments--None

President's Report

Ms. Hospodarsky shared her President's annual report with the board. She highlighted areas of progress in trustee education, information provided to public, financial management and oversight, relationship with the City of Highwood, creation of Renovations Committee, search for new director, volunteers, and programming.

Mr. Frye asked about the scope of the city council liaison. The president is keeping her informed and will email report to her and the mayor but we are not currently asking for regular meeting attendance due to demands on council's time. Ms. Hospodarsky will attend an upcoming council meeting to announce progress on various initiatives including hiring of the director.

John Mitchell will start as new director on Monday, August 13. The president will meet with him on August 3. His first board meeting will be August 20.

Sue Atkins arrived at 7:18 pm.

Secretary's Report

Ms. Regalado moved to approve minutes from the June 18, 2012 regular meeting, and June 13, 2012 and June 14, 2012 executive sessions. Mr. Frye seconded and the motion carried unanimously. Ms. Hospodarsky moved to approve minutes from May 21, 2012 as amended, Ms. Loredo seconded and the motion carried unanimously

The director and board email accounts are monitored, and reference questions are forwarded to info mailbox for staff to handle, so should be reflected in statistics.

Staff Liaison Report/Statistics

Mr. Mills reported some statistics. He suspects that computer questions are being significantly underreported because the library is so busy. Book club sessions met, there were 3 craft sessions, 3 tutoring sessions, and Current Events was well attended with 26 people. Family Network's 4H Club began. 172 adult computer users, 264 quick session users, and 800 children computer users, with a small wait list often. There was an inquiry on ESL classes. Ms. Knoepfle reported 100 signups for summer reading program. Keeping order has been difficult for staff when young adults come in not to use services but hang out and are disruptive. Ms. Hospodarsky will talk to Ms. Linari about

alternatives like the Highwood Rec Center, and will speak to Ms. Barquin. My Media Mall checkouts show underutilization. With the new director the service will be publicized and training sessions added.

Treasurer's Report

- March report had 2 changes, including an Accounts Payable item for the DCEO grant, and a reissued check with a discount to Brodart for the month of April.
- Board will receive an Accounts Payable Aging Detail report at each board meeting to show expenses captured as of previous month end. New April P&L has old uncashed checks from employees recategorized into Payroll. Renovations budget line has been created. Craft supplies will be recategorized into Programming from Supplies.
- Ms. Hospodarsky moved to approve the April Balance Sheet and April P&L Statement. Ms. Regalado seconded and the motion carried unanimously.
- Ms. Hospodarsky moved to approve the May Balance Sheet and P&L statement with change of moving \$15.89 expense from Supplies to Programming. Ms. Regalado seconded and the motion carried unanimously.
- Ms. Hospodarsky reviewed the June Balance Sheet. Ms. Niles reported reviewing a statute indicating any outstanding money from last FY must be closed by 90 days after FY end (July 31). Orders will be reviewed closer to month end. Finance committee will review how to handle books that have not arrived in time although order was placed in previous FY. Operating expense outside of renovation project is also listed separately for board's benefit. Ms. Hospodarsky moved to table approval of the June Balance Sheet and P&L until reconciliation is complete. Mr. Frye seconded and the motion carried unanimously.
- Ms. Niles will look into including only unpaid bills in board's unpaid bills report for next month. Ms. Hospodarsky updated that invoice from Ancel & Glink will no longer be billed. Ms. Hospodarsky moved to approve payment of July bills, Ms. Lenzini seconded and the motion carried unanimously. .

Librarian's Report

- IPLAR has been filed and was part of board packet.
- Ms. Atkins reported that the end of summer reading program party will be supported by several local businesses. Those sponsors will be thanked and added to website.
- Ms. Lenzini reported that Farmers Market participation dates have been established. Selling the cookbooks on July 18 will be skipped so that logistics and tent can be worked out.
- Mr. Mills reported that there have been 12 kids attending 4H programming.
- Ms. Loreda registered the library to participate in the City of Highwood parade. The Garlic Queen will participate with the library. She suggested handing out bookmarks or personalized pencils that commemorate 125 years of Highwood and 35 years of library. Staff will identify nice book covers to enlarge to carry. More details will be communicated.
- Ms. Regalado reported on the state library's Business & Libraries Working Together grant, Phase 2, that Highwood was awarded. The grant includes a tablet

computer and books valued at \$1000. Mr. Mitchell will share information and press release with Chamber of Commerce.

- Ms. Hospodarsky announced that Judy Broderick's book signing event will take place August 3 from 6-8 pm. She will discuss her novel and talk about the publishing process. She will sign books and donate 2 copies to the library. Ms. Lenzini is investigating an author from the city Fire Department as well.

Committee Reports

Finance: None beyond treasurer's report.

Personnel: The annual report was circulated and will be posted to website.

Policy: None. The new food and beverage policy was discussed. Food and crumbs concern staff, though food was banned under both previous and current policy.

Building and Grounds: The city is working on lamp post replacement.

Technology: Mr. Frye reported on recent committee meeting. Procedures for shared drive were decided: owner will upload PDFs, and any changes should go to owner to make the change on the original. Any final document should be stored on the shared drive. A staff procedure needs to be figured out also. Financials for board packet will be one PDF, and perhaps complete packet would be. Netbook wasn't being used so user age range was expanded to age 11, middle school aged for homework. Netbook may need increased publicity as well. Mr. Mills reported that patrons have commented that the library's patron computers are faster and brighter than at other libraries.

Renovations: Ms. Atkins reported on committee meetings and discussions with FGM. FGM would like to attend August 20 board meeting to answer questions from board and meet director and finalize rendering selection. Board agreed it is preferable to work via email. Board will email committee questions, then committee will compile and forward to FGM. Ms. Hospodarsky has checked accuracy of numbers of latest FGM budget. The board discussed order of phase prioritizing and selecting rendering. Committee had lots of discussion on what would be a visible improvement to incent future donations. August 27 or 29 will be offered as meeting dates with FGM.

New Business

- Library is subject to prevailing wage but falls under City of Highwood's enacted ordinance.
- Ms. Hospodarsky moved to approve revised Netbook Use Policy, Ms. Loredó seconded and the motion carried unanimously.

Ms. Hospodarsky moved and Mr. Frye seconded to adjourn.

Meeting adjourned at 10:08 pm

Next board meeting Monday August 20, 2012 at 7 pm.