

**Highwood Public Library Board of Trustees Meeting
December 17, 2012**

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

Meeting called to order at 7:00 pm.

Public Comments

Mr. Hilkovitch mentioned closing of police case. Ms. Hospodarsky reviewed Historical Society involvement.

Mr. Mitchell reported on thanks received from local Boy Scout troop for tour provided by Mr. Mills. Greeting cards were received from other libraries.

President's Report

- December 20th meeting at library with educators and social services agencies to discuss spending Discover award
- Police report for missing files was closed though files were not recovered. There was no inventory of the missing files. The Historical Society had involved themselves as the library had donated to them some unrelated historical files, and requested a letter from the library.
- Library tax levy was approved by City Council.
- New stationary is available on shared drive
- K9 reading buddies program was profiled in Pioneer Press last week.

Secretary's Report

Ms. Hospodarsky moved to approve minutes from the November 19, 2012 regular meeting and December 12, 2012 special meeting.. Mr. Frye seconded, and the motion carried unanimously.

Ms Regalado reviewed the 2013 closings calendar, and recommended adding July 3rd 5 pm closure. She also conducted the biannual review of executive session minutes and shared recommendations with the board. No new minutes will be opened.

Communication

Ms. Hospodarsky sent a thank you to Discover Card and a letter to the Historical Society.

Treasurer's Report

The board discussed the format of Ms. Svec's reports. Ms. Svec recommended all payments, even electronic withdrawals, be shown on reports. Board preferred first format and larger font. There was discussion on use of credit versus debit card. Movie license payment should move from annual membership fees to programming. Shelf moving should stay under maintenance but budget monitored. LACONI membership should be renewed but was not in budget.

Ms. Hospodarsky moved to approve December 2012 invoices as presented on check detail report with move of movie license to programming. Mr. Frye seconded and the motion passed unanimously.

Further discussion on the financial packet:

- Payroll liabilities will be cleared each following month
- Unrestricted net assets will typically stay the same through the FY; this was a one-time change.
- Previous year not as helpful as previous month but previous month is not a standard Quickbooks report. These can be separate reports. Finance committee will meet with Ms. Svec to finalize reporting style.
- Payroll processing budget item needs correction.
- Grants versus donations: treasurer will talk with accountants for recommendation and possible reclassification, for example for the Discover money
- The director is focusing on cataloging existing materials, but will start spending in January/February on materials to arrive before budget year-end.
- Shelf moving or Children's Room Borders shelves could be Special Projects line
- Payroll not needed in Check Detail.

Ms. Hospodarsky moved to table the November 2012 financial packet until Discover grant money can be classified. Ms. Atkins seconded and the motion carried unanimously.

Librarian's Report

- Ms. Kelly has joined as a part time employee with focus on cataloging.
- Baker & Taylor accounts are being streamlined
- Processing purchases will be re-evaluated and will make it easier to catalog.
- Lease accounts will be used in a better way, not to build collection.
- The director will look into the children's book lease.
- The Live and Learn grant working with Ms. Hospodarsky, Ms. Van Arsdale, and a grant writer has been a major focus.
- Children's department is increasing programming, including movie nights. The Polar Express viewing and similar events need improved publicity including the website and schools.
- Highwood Chamber of Commerce met at library for monthly meeting, expressed appreciation for changes and interest in plans for library.
- Thursday educators' meeting to talk about Discover grant.
- Historical society will decorate window for January.
- Book signing on January 26th.
- Master Plan Budget: met with FGM, emphasizing ADA with entranceways and bathrooms. A reduced Option 1 budget makes sense for seed money with matching funds from potential grant. Currently six months in reserves; accountant opinion is that 3 months is sufficient. Would like budget to include ramp and small program room. Meeting room must have wall included in proposal—currently only in wish list. Ms. Kelly suggested finishing entire room, without wall, then adding wall later, is better than roughing in a room.

Straw poll of board on reducing reserves from current policy of 6 months showed most were comfortable with 4 months reserves, all were comfortable with 5 months. A special meeting will be held Thursday December 20th on this topic.

Committee Reports--None

New Business

Mr Frye moved to approve 2013 closing dates calendar with addition of 5 pm July 3rd close. Ms. Hospodarsky seconded and the motion carried unanimously.

Ms.Hospodarsky moved to enter executive session to discuss personnel items. Ms. Regalado seconded and the motion carried unanimously.

Executive Session entered at 9:07 pm.

Meeting called back to order at 9:20 pm

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

Meeting adjourned at 9:22 pm