

**Highwood Public Library Board of Trustees Meeting
March 17, 2014**

Present—Trustees: Lucy Hospodarsky, Laurie Lenzini, Nora Loreda, Catherine Regalado, Elizabeth Van Arsdale; John Mitchell, Director

Absent: Bertha Chavez

Meeting called to order at 8:02 pm.

Public Comments

- One comment on tone of conversation with staff. Incomplete context, but could be frustration with K9 sign up or cell phone user being asked to leave. Director and staff conversations should be private and respectful.

President's Report

- Flower arrangement purchased for staff member with injury
- Britt Isley and John Christensen from Ancel Glink provided a free-of-charge workshop immediately before regular meeting.
- President will connect Boy Scout with potential Eagle Scout project, and his parent, with the director via email. Project possibilities could be tied to renovation, like programming room, or marketing, like newsletter, databases, summer festival booth.
- Website has been updated but some pages still need updates – e.g. programming and calendar for book clubs.

Secretary's Report

Ms. Hospodarsky moved to approve regular meeting minutes from February 18, 2014 as amended. Ms. Lenzini seconded and the motion carried unanimously.

Communication

Letter received from Mark Shaffer of Illinois State Library stating that though Live and Learn Grant proposal was favorably reviewed, priorities did not allow for it to be funded this year.

Treasurer's Report

The board reviewed February financials and some details:

- City does do snow removal when they get around to it. Director does entrance and path, or people have been hired.
- Fax machine – director is to be scheduling (perhaps by email) technician to install software
- Materials budget to be discussed during Finance.

Ms. Hospodarsky moved to approve the March 2014 invoices. Ms. Van Arsdale seconded and the motion carried unanimously.

Librarian's Report

- New staff member hired to start Thursday.
- Director described Zinio setup via Recorded Books: \$750/year base service and separate charge for each periodical selected. There was discussion on available periodicals and costs including Consumer Reports, and Ms. Regalado sent RAILS survey responses. Service

includes reciprocal borrowers and staff training. Tech committee will review and look at eBooks option OneClick.

- Brochures still need to be obtained for MMM, and training for staff.
- Job description was not shared with staff though it was posted on RAILS.
- Workforce and Professional Development Institute of CLC was consulted for a proposal on staff training and evaluation process presented via multiple staff meetings. Budget is being developed with intent for FY14 spend.
- Language Stars program to begin after April, including addition of a Spanish language movie for children. Discussion on adhering to Posting Policy but able to hand out flyers at program.
- Director attended RAILS session on working with boards given by ALA instructor, and will obtain and share materials with board.
- Overdue notices discussion and procedure on confirming name associated with materials.
- Movie night flyers to Oak Terrace were duplicates; K9 flyers will be distributed at OT for a few more spots on April date.

Committee Reports

Finance

- Committee met and director presented budget and spend to date, plus projected to end of FY14. Analysis of how to spend remaining money with supplies ordered by end of March and avoiding backordered items. Weeding will cost \$2000, and will be done as a project by staff on closed day. Will purchase chairs for programming room and computer/office chairs.
- Higher periodicals spend in FY14 vs. FY13 was not addressed at meeting, but director has checked that items were properly coded. FY15 periodical budget will reflect FY14 levels.
- Recategorization review: Treasurer will email summary of recategorizations to Director, who will confirm in Quickbooks, and report outcome to board. Recategorizations will be confirmed with accountant tomorrow.
- Finance will meet on 3/22 for FY15 budget.

Policy: will meet soon to further develop a Meeting Room Policy for for-profits per referral by Ms. Lenzini

Technology: will meet on March 24th

Old Business

- Discussion of ladies' and men's restroom fixes (tub removal and hand dryer) was tabled.
- There was discussion of investment of reserve and capital improvement money with IMET. Ms. Hospodarsky moved that balances of Capital Improvement and Reserve Funds be taken out of US Bank Illinois Funds to be invested with IMET (Illinois Municipal Investment Fund) Convenience fund. Ms. Loreda seconded and the motion carried unanimously.

New Business

- Discussion on moving forward without Live and Learn Grant award will be postponed to next or special meeting. Must keep abreast of future grant opportunities – board members and director will email all when opportunities seen, and will see who is available to address.
- Discussion on marketing intern for patron survey and newsletter, possibly from Lake Forest College business school, Kellogg, or Dominican MLIS program

- Budget drafting in Finance committee will address salaries.
- Special meeting may be needed for renovation; President will schedule via Doodle poll.

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

Meeting adjourned at 10:41 pm

Next regular board meeting is scheduled for Monday April 21, 2014.