

**Highwood Public Library Board of Trustees Monthly Meeting  
November 17, 2014**

Present—Trustees: Bertha Chavez, Lucy Hospodarsky, Laurie Lenzini, Nora Loredo, Catherine Regalado, Elizabeth Van Arsdale; Absent: John Mitchell, Director  
**Ms. Hospodarsky called the meeting to order at 7:07 pm.**

**Public Comments**

Mitch Berman, new Children’s Librarian, met the board.

There were no suggestion box comments.

Toys will be donated by president for use with children attending during adult programs.

Ms. Chavez will follow up on previous month’s comment on tip jar.

Board requests that library internet not be shut off at closing time but later so that library meetings will still have access.

**President’s Report**

- WPDI trainer will meet with President to figure out work flow for next phase.
- President met new City Finance Director and new City Manager after delivering budget. Ms. Hospodarsky raised with them the topic of the letter where the City requested reimbursement for past years’ HRA for director’s health insurance. The new Finance Director will investigate Due To/From line resulting from audit.
- November 18 – President is on the agenda for Committee of the Whole to present state of library and budget.
- Highwood Newsletter submission was reviewed. Board decided on some revisions and to postpone some topics to the Spring issue. Newsletter will also be sent to staff.
- President thanked city resident Mary Beth Wolcott for substantial book donations
- IMET Convenience Fund investment update on losses but actions taken to recover was reviewed.

**Secretary’s Report**

Ms. Hospodarsky moved to approve amended meeting minutes from October 20, 2014 and special meeting minutes from October 30, 2014. Ms. Lenzini seconded and the motion passed unanimously.

**Communication**

The Historical Society communicated to Board President three requests – utilization of wall space in meeting room for cabinets, use of display window which is continuation of current practice, and construction of partition for storage of their materials. Ms. Lenzini added her knowledge of the request.

**Treasurer’s Report**

Ms. Loredo reviewed the October financials and November invoices.

There was discussion on programming supplies being recategorized from Per Capita grant. Three payroll periods in October account for higher salary line.

The LACONI payment will be held until Director can verify it is not a duplicate.

Ms. Hospodarsky moved to approve the November 2014 invoices presented except for LACONI \$55 invoice until researched. Ms. Regalado seconded and the motion carried unanimously.

### **Librarian's Report**

The board reviewed the director's written report

- Director will be reviewing Follett fine structure.
- DCEO Grant discussed for lighting is only for East Building as the rest of the library was recently done.
- Live and Learn Construction Grant webinar is available as a recording. Ms. Van Arsdale will review for Renovations committee.
- Additional food and beverage signs temporary for Pumpkin Fest were removed.
- Statistics show Zinio use is still low. Ms. Lenzini appreciates Zinio and feels there's a need to publicize including in January's Fort Sheridan newsletter.
- Stomp Your Feet program is coming – children's author uses music.

### **Committee Reports**

#### **Building and Grounds**

Ms. Lenzini confirmed basic maintenance of library front yard. Director will determine if additional work is needed. President will consult with new city manager regarding snow shoveling.

#### **Old Business - None**

#### **New Business**

- The board reviewed proposed calendar for new year sent by director. Ms. Hospodarsky moved to approve closure calendar for 2015 as discussed. Ms. Loreda seconded and the motion carried unanimously.
- "Sold" stickers need to be removed from shelving already in place in YA room.
- Online presence was discussed. Secretary will make a list of the places website must be updated regularly, including Facebook, and including agenda postings.
- The board toured the East Building with the architectural drawing to familiarize the group with the planned layout. The board then reviewed FCW drawings for East Building renovation.
- Plans and strategy for submission to Live and Learn Grant were discussed. Ms. Van Arsdale will talk to Mark Schaefer of state library. The ADA Grant is for work to a maximum of \$100,000, which grant will match to \$50,000. Importantly, this grant is prioritized versus New Construction grants. Architect will start on plans but HVAC expert is needed first. Ms. Van Arsdale will have architect proceed and provide budget for grant estimate purposes. She will consult with director about which grant to apply for. Ms. Van Arsdale has also found rebates for HVAC systems.

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

**Meeting adjourned at 9:44 pm.**

Next regular board meeting will be December 15, 2014.