

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

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

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

**Public Comments**—Three comments from the Suggestion Box were reviewed. Mr. Mitchell will respond to the patron complaint on child computer user volume and behavior, and this topic was already to be covered in the staff meeting. Future actions include a new way to sign in/assign child computer users, and reexamination of software available. The patron behavior policy is framed and posted; hard copies could be given to offenders as well.

**President’s Report**

- Ms. Hospodarsky recognized Mr. Mitchell’s tremendous work since starting as director. She has been meeting regularly with the director and complimented his decision making and how it incorporates future vision. Ms. Atkins added praise for his handling of the very busy school holiday.
- Official stationary update will be put on board shared drive. Reminder to blind copy when sending emails to board to prevent accidental reply all.

**Secretary’s Report**

Ms. Regalado moved to approve minutes from the August 20, 2012 regular meeting, and August 22, 2012 special meeting. Mr. Frye seconded and the motion carried unanimously.

**Treasurer’s Report**

Ms. Loredo reported that because of some items not reconciling, the financial report is not ready for approval. Ms. Niles will continue to work on this. Ms. Hospodarsky moved to approve the September 2012 bills through September 17, Ms. Lenzini seconded, and the motion carried unanimously.

**Librarian’s Report**

- Mr. Mitchell reported on meeting for copier options.
- He has met with personnel committee to discuss staffing levels and hours limits. Ordering materials has been difficult. His focus is on core staff to watch the desk. Two positions have been posted and interviews will begin shortly. Job descriptions may need to be rewritten to be less specialized. Mr. Mitchell also spoke with Dominican about internship options. Cataloging, children’s department collection development, and programming are possible topics.
- Logo will be added to window envelopes. Mr. Mitchell created business cards that can be printed on demand. Ms. Hospodarsky will share with Joe Davis who created logo.

- Mr. Mitchell has spent time at circulation desk learning all the policies and practices. He has taken website training. He wishes to revisit how monthly statistics are taken to ensure accuracy.
- Staff meeting Wednesday will review many topics and plans for future.
- K9 program will start Oct 1, hosted by library twice a month, and more broadly advertised beyond last year's pilot program. There will also be a special event. Registration will be handled by volunteers. Programming(at)highwoodlibrary.org will be added to English and Spanish flyers.
- Judy Johnston wanted to ensure library point of contact for children's books grant. Board intends to bookplate books recognizing her work if grant awarded.

### **Committee Reports**

Renovations: Ms. Atkins reviewed the FGM report she had shared and solicited feedback. The report can be transformed to a booklet for publicity/fundraising. 11x17 renderings will be delivered in a month. Library needs original files for both poster-sized renderings and report. Mr. Frye will create executive summary of goals from report, to help with fundraising. Next step after receiving FGM deliverables is a special meeting October 22 to decide on priorities and what to do with seed money. For that meeting Mr. Mitchell will have outline of steps to begin fundraising.

Personnel: Ms. Hospodarsky reported spreadsheet tied to budget, created to assist in developing staffing team. The director shared staffing ideas. Two children's librarians would allow coverage every evening and all weekend. One staff member because of start date paying into IMRF has a lower limit of hours able to be worked while collecting pension. Personnel policy is being revamped, to be reviewed at future board meeting.

Policy: The food and beverage policy was shared with director. Policy committee will meet within next month to discuss computer use policies.

Building and Grounds: Ms. Lenzini reviewed recent committee meeting. Old furnace has implications for renovations, including duct work. Committee is obtaining written estimates for fixing pipe under main room, and reactivating thriftshop bathroom. Roof resealing for roof on children's room will be bid. New handyman will assist including cleaning out back room. New streetlight has been put in place. Bike rack should be moved closer to door to eliminate bikes left blocking doorway. The director suggested posting sign first or tying to computer use privileges.

Technology: Mr. Frye reported on committee meeting. There was a question on computer signup process which is wasteful of staff time. The print management system plan may be altered with copier consideration.

### **New Business**

- Ms. Atkins moved to alter the library closing calendar to close the library on the day before Thanksgiving, Christmas Eve, and New Year's Eve. Ms. Hospodarsky seconded and the motion carried unanimously.

- Per Capita Grant questions for application due 10/15 were discussed. Collaborations with diverse populations include: K9 reading program and 4H program with Family Network; military patrons; materials in English, Spanish, and Italian; PC operating systems available in Spanish; Gran Fiesta participation with Family Services; District 112 dual language program, acquiring materials for Torneo de Libros.  
Addressing populations that do not use the library include attracting senior citizens with computer classes director hopes to offer, and engaging teens with website, stronger presence on Facebook. Board or tech committee will discuss need for Facebook account.
- The director reviewed a proposal for a new multifunction printer/copier that would have vending for patrons. This would replace existing old copier and service contract. It would add the fax capability which patrons have been requesting, color copies, and options for paper sizes, and would consolidate space. The director also proposed a new system for staff logging patrons onto computers. Costs were compared and lease may pay for itself given historical income from copier. Board agreed that five year lease is fine. Mr. Mitchell will inquire how libraries typically handle incoming faxes. Phone line would need to be moved.

Ms. Atkins left the meeting at 10 pm.

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

**Meeting adjourned at 10:07 pm**

Next board meeting Monday October 15, 2012 at 7 pm.