

**Highwood Public Library Board of Trustees Monthly Meeting
August 18, 2014**

Present—Trustees: Bertha Chavez, Lucy Hospodarsky, Laurie Lenzini, Nora Loredo, Catherine Regalado, Elizabeth Van Arsdale; John Mitchell, Director
Ms. Hospodarsky called the meeting to order at 7:08 pm.

Public Comments

The suggestion box comments were reviewed. Fridays are generally slow and the summer schedule will end soon, so library will be open Sunday and closed Friday. The WolfTeam game will not be returned to children's computers because of the board adopted practice against single person shooter games. The director shared another comment inquiring about hand dryers in current bathrooms, which have been on hold until construction proceeds.

President's Report

Ms. Hospodarsky reported on a donation received from the Giangiorgi family in honor of Gladys Credi's 100th birthday.

Secretary's Report

Ms. Hospodarsky moved to approve meeting minutes from July 28, 2014. Ms. Lenzini seconded and the motion passed unanimously.

Communication

None

Treasurer's Report

Ms. Loredo and Mr. Mitchell reviewed the July financials and August invoices. Questions remain on the library taxes – if rate shown on taxpayers' form for Library will be correct, and if September taxes will be based on correct rate. City audit is complete, and Treasurer will obtain copy and work with accountant to have final FY14 statements. Ms. Hospodarsky moved to approve the August 2014 invoices presented. Ms. Van Arsdale seconded and the motion carried unanimously.

Librarian's Report

The director highlighted some items in provided report:

- HR Management Association application complete. A representative visited, conducted HR evaluation, and provided materials and helpful information. Director will find out timing of contract end.
- Staff looking for more information on how WDPI training applies to workplace. President and Director will meet with WDPI to discuss to generate proposal.
- Volunteers have been working on shelf reading and cataloging Fort Sheridan binders to be entered to Follett. President will mention the latter in Fort Sheridan newsletter when project completed.
- Library staffed tables at Oak Terrace registration and Gran Fiesta. Information needs to be translated to Spanish.

Committee Reports

None

Old Business

None

New Business

- WPDI and additional staff training were discussed in director's report.
- Ms. Hospodarsky moved to approval disposal of four unneeded items specified by director. Ms. Regalado seconded, and the motion carried unanimously.
- A discussion on architects and current bids was reviewed by Ms. Van Arsdale, Ms. Lenzini, and the director. The board discussed whether additional professionals (structural engineers, etc.) were needed and were included in the bids. The board would need the architect to provide input on bids received, whether as part of a package, or paid for on hourly basis. There was discussion on legal review of various contracts. Ms. Van Arsdale believes library can work with with lower cost proposal and offers to assist.
- The Renovation Committee will meet with leading architect for final interview, questions, and to ask information on ADA grants for bathrooms.
- Because East Building renovation and bathrooms are proceeding, no work will be put into main room bathrooms at this point.
- Ms. Hospodarsky moved to select FWC architectural firm to draw up design for East Building pending approval by Renovation Committee at their next meeting. Ms. Lenzini seconded and the motion carried unanimously.
- The director reported that newest laid carpeting condition is poor and unraveling. Designers have suggested carpet tiles for high traffic areas. This is a consideration for handling of stored carpet rolls.

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

Meeting adjourned at 8:44 pm.

Next meeting will be September 15 pending availability.