

**Highwood Public Library Board of Trustees Meeting  
February 18, 2014**

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

Absent: Bertha Chavez

**Meeting called to order at 7:02 pm.**

**Public Comments**

- Ms. Kelly said several regular patrons, and staff, are very sad that Melissa will be leaving and will miss her friendly demeanor and hard work
- Suggestion box comments and director's response were reviewed. A counter space is now available near the copier. Library closing for cold was in line with some other libraries and no children had come the previous day. There was discussion on use of volunteers, concern with reliability, training. Board feels that activities should be staff/director directed. There are issues with some high school patrons that periodically must leave for behavior reasons.

**President's Report**

- Guest speaker from Ancel Glink will come at March meeting. There are some topics already, and additional suggestions should be sent to president.
- Live and Learn Grant – letter from state representative Drury. Grant review date 2/25 and director will travel to Springfield.
- Thank you note was sent to evening book club and sympathy note to Ellie Soldano
- ILA sent request for action to voice opposition to state mandated filtering software. There was discussion and agreement with ILA position. Director should get on ILA email list and also email state representative and senator.

Bertha Chavez arrived at 7:21 pm

- Reviewed previous request of director to update segments of website: children's programming, calendar, pictures, especially advertisement of K9 program. This is a priority to be complete by weekend.

**Secretary's Report**

Ms. Hospodarsky moved to approve regular meeting and executive session minutes from January 21, 2014. Ms. Van Arsdale seconded and the motion carried unanimously.

**Communication**

Library received \$6756.25 for per capita grant and invitation to Chamber of Commerce dance.

**Treasurer's Report**

The board reviewed January financials and some details/questions:

- List for AWE software just received today and has not been reconciled for accountant. Multiple charges are because of Amazon.
- Letter sent to bank 1 week ago to close Fundraising account and eliminate penny balance.

- The periodicals cost shouldn't be higher. Director will compare periodicals spend from last year versus budget and check items properly coded to those 2 periodical lines. Finance committee at their meeting will review periodical spend for FY15 budget and will also look overall at where money should be spent.
- Zinio could be purchased before FY end. Cost information will be provided by Innovation Experts. Director will reach out to neighboring libraries to find out what consolidation service is used. Staff have to be trained to help patrons use Zinio (as well as MyMediaMall). The service needs advertisement. Director will have Ms. Kelly or other staff contact Ms. Baaske regarding MMM brochures. This will also be a topic for staff meeting.
- IMRF was a city error not taking out for new employee. Affordable Care Act is a new fee, part of insurance now, and will be budgeted for in future.
- 3 phone lines may not be needed. There was discussion on provider options. 2 phone lines, one of which toggles to a fax line, could be an option.
- Discussion of available board and staff training in budget - unused board funds can go toward staff training. Director will let staff know that training funds are available.
- Recategorization review from previous times will now be done at Finance committee meeting. Treasurer will email summary of recategorizations to Director, who will confirm in Quickbooks, and outcome will be report to board.
- Ms. Van Arsdale suggested to load Kindle with content as an option to spend for materials.
- Director feels that book collection is old and needs to be built up after weeding, and money needs to be retained for that.
- There was discussion on filling open position and staff response. Skills needed for position were communicated to group at staff meeting. Job description exists and should be shared with staff.
- Director purchased slat wood displays, needs reimbursement.
- Accountant recommended use of debit card by employees only; new one should be issued.

Ms. Hospodarsky moved to approve the Jan 8 –Feb 4 2014 invoices. Ms. Van Arsdale seconded and the motion carried unanimously.

There was discussion on investment options for the Capital Improvement and Reserve Fund accounts. RAILS survey on investment firms will be reviewed at Finance meeting, and committee will decide and vote.

### **Librarian's Report**

- Director arranged for letter of support for Live and Learn Grant from State Rep. Drury. Travel arrangements and immediate feedback from Springfield session were discussed .
- Museum Pass program participation has been cancelled.
- Historical Society chose not to meet in library but did create window display.
- Oak Terrace 3rd grade artwork is in display case.
- Kraft Foods Foundation grant received.
- Fort Sheridan Kemco volumes and index updated – need to rethink storage location.
- Open Youth Services position will be filled as of March 1.
- Mr. Knutson will come 2/19 for children's software and shared drive folder structure.

- Staff meetings are being held each Saturday of February. Director will load those meeting minutes into board packet for review, including record of attendance on minutes. There was discussion on meeting format - agenda needed for staff meeting. Paper version of materials is currently in binder by circulation desk.
- Language Stars – will set up new session and get it on the website calendar.
- Children’s program about science coming, needs advertisement.
- Follett – improved instructions for holds and dead email link disabled.
- IRS links added to computers for tax season
- Exit interview conducted for departing employee returning to school
- Statistics were presented.
- Procedure binder kept at front desk- needs retitling; task list needs editing and review with all staff. Log sheet for shelf read needs to be added by binder. Weeding is not yet added because there’s no final process. Record of dates and topics for staff meeting still needs to be done. Board felt staff survey draft contained good questions but was lengthy.

### **Committee Reports**

#### **Building and Grounds:**

Ms. Lenzini presented an electric and a plumbing proposal for the bathrooms. She will request an additional electric proposal and clarification on plumbing one to be ready for vote at March meeting.

Technology: Ms. Van Arsdale summarized topics of last committee meeting: inventory, priority and status of AWE software, website, Zinio, computer usage statistics, Netbook/Xoom tablet/Kindle to be available to public.

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

**Meeting adjourned at 10:18 pm**

Next regular board meeting is scheduled for Monday March 17, 2014.