

**Highwood Public Library Board of Trustees Meeting
July 18, 2011**

Present—Trustees: Jaime Barraza, Bertha Chavez, Mark Frye, Lucy Hospodarsky, Laurie Lenzini, Nora Loredo, Catherine Regalado; Anthony Molaro, Director; Kay Kelly, Ferguson Mills
Absent: Alison Aldrich

Meeting called to order at 7:05 pm.

Public Comments

Kay Kelly spoke of her enthusiasm for the progress in the library and the successful children's programs. She wondered if there was an email contact list to announce new book arrivals, link to new photos of programs on website, etc. She felt the library needs to do a better job of public outreach. There were no comments from the Suggestion Box or email box.

Interview of Board Candidate

The board interviewed Sue Atkins for a position on the library board.

President's Report

Ms. Hospodarsky read her report highlighting need for Renovations project, recruitment of volunteers for Friends Committee starting effort in the fall, and a Building and Grounds maintenance plan. She mentioned the director's 90 day evaluation and the achievement of this board in accomplishing this for the first time in the library's history. Soon staff evaluation forms will be developed, and the Finance committee will be meeting and establishing goals. She congratulated those involved in the successful children's programming.

Timing contents of president's and director's reports were discussed, and the possibility of switching the regular board meeting to the first Monday of the month, and COW to third, to be more current in reports of past month's activities to board. Mr. Molaro said that the previous month's financials could be ready by then if dates were switched.

Secretary's Report

The board reviewed the minutes from previous meetings. Ms. Regalado moved to approve the minutes of the July 5, 2011 committee of the whole meeting. Mr. Frye seconded, and the motion carried unanimously. Ms. Lenzini moved to approve the minutes of the June 20, 2011 regular meeting. Ms. Loredo seconded, and the motion carried unanimously. Ms. Regalado moved to approve the minutes of the June 15, 2010, October 25, 2010, November 1, 2010 executive session, November 22, 2010, and December 27, 2010 meetings which were previously approved by fewer than 5 board members. Ms. Lenzini seconded and the motion passed unanimously.

Financial Report

Mr. Molaro presented the financial report and details prepared by Ms. Niles.

- The library is running ~2% under budget, mostly because of personnel/being closed on Sunday.
- Book sales are higher than expected, from Ms. Kelly's efforts.
- The book budget is beginning to be spent starting in June after catching up on previous FY-end purchase receipts.
- Telecommunications line should decrease with planned change in system.
- Processing line is high because paying this FY for books bought at end of last year.
- FICA line has been corrected to not include employees' contribution, now has been moved to Payroll.
- Hardware includes staff laptop and staff multipurpose printer.
- Future savings will be realized by cancelling standing order for IL compiled statutes.
- Quickbooks is an annual license renewal.
- There was a bank fee for depositing coin (found money), being refunded by US Bank.
- There may be some budget needs for B&G including sweeping parking lot/alley.
- The Finance Committee will discuss whether the financial report will be available on the library's website.
- Balance Sheet Undeposited Funds are money from cash register not yet brought to bank.
- Account changes discussed: adding signers to bank accounts, moving to dual signing, revamping and streamlining accounts, creating a binder with fund/definition/location, and perhaps holding a one-time board Finance workshop.

Mr. Barraza moved to approve the Financial Report for June 2011, Ms. Loredó seconded, and the motion carried unanimously.

Director's Report

The board reviewed the director's written report and statistics for the month of June.

- 90 attendees for Cold Blooded Creatures program.
- Summer reading programs are progressing nicely, though numbers may be down.
- Director attended LACONI meeting.
- Circulation up 20% in June over May, highest circulation since Follett software started (2003). Website traffic is generated by Google Analytics, measuring visitors and pages. Gate count continues to climb, recently ~230 people/day.
- More volunteers needed for removing titles from shelves and catalog. To take best advantage of volunteers, tasks and hours/times needed should be compiled. Director needs volunteers with schedule conducive to training, and willing to do multiple tasks. Board should email Mr. Molaro with names of teen volunteers to remove books from shelf and delete records from catalog (100 pages to be removed from catalog, approximately 200 hours time needed).

Committee Reports

- Policy Committee reported that several policies were reviewed and presented for approval tonight. Bylaw changes reflecting committees were outlined. Standard ALA policies will not be reviewed by committee, but brought straight to board for adoption.
- Personnel Committee would like to have list of goals from Director, to be discussed further in Executive Session.

Unfinished Business

- The president and director provided an update on tax receipts. The Mayor signed off on the Lake County pass through paperwork on July 9. Mr. Molaro will follow up with city on receiving a copy of that paperwork, and with county to make sure paperwork is in place. For May and June payments not yet received, Kelly Zabinski, city finance director, said city would pass these through by end of July once June financials were closed. Mr. Molaro and Ms. Loredo will follow up. There was a discussion of how the library tax is calculated by city, and the ordinance on file was shown.
- A master calendar was provided to the board.
- The board reviewed two drafted library logos from Joe Davis. The first favorite was color from 6A, font from 6D, name on right. The second favorite was Concept 4A with colors of 6A (door different color). The staff will be surveyed and the public will vote between 2 finalists via a survey open in-house and on-line to card holders for one week.

New Business

- The board reviewed the plat map for the library including parking lot ownership because of discussion at City Council on June 7. A Liaison is still needed from the council. Ms. Hospodarsky will follow up with Alderman Levi for outcome on Ms. DeBartolo/Hunter's Lounge request for right of way access.

- Policies were proposed for approval:

- Ms. Regalado moved to adopt the ALA Library Bill of Rights, ALA Freedom to Read statement, ALA Freedom to View statement, ALA Code of Ethics, and Ethics Statement for Public Library Trustees. Mr. Barraza seconded and the motion passed unanimously.
- Ms. Regalado moved and Mr. Frye seconded to approve the Bylaws. The motion carried unanimously.
- Mr. Frye moved to amend July 5 meeting minutes for Strategic Planning defined as special committee. Ms. Regalado seconded and the motion carried unanimously. Mr. Barraza moved to table remaining policies due to time, Mr. Frye seconded, and the motion carried unanimously.

- Renovations discussion: Mr. Barraza reported on the committee meeting which he and Mr. Molaro attended and discussed aspects of potential renovation including carpet, shelves, children's room, bathroom, and meeting room. He proposed short and long term renovation, in the short term/initial phase installing carpet and shelves, using a consultant for the main room. Items like HVAC, Children's room, and ADA compliant bathroom will take longer. The director needs meeting space for programming which necessitates moving the stored shelves. The plan could be comprehensive but implemented as two phases. The director is looking for directive from board including cost/financial parameters and wish list. He recommended the balance sheet not dip below \$130,000 to fund renovations. The board discussed the report and prefers a space planner familiar with libraries to deliver a great plan, whether an architect, space planner, or designer is used. Ms. Loredo could refer the architect who did Lake Bluff Library. The board also wants to have options for larger scope. The community/meeting room has possibilities for donor funding if planner is not too narrowly focused.

Ms. Hospodarsky moved to enter Executive Session to discuss personnel. Mr. Frye seconded and the motion carried.

Executive session entered at 10:02 pm.

The meeting was called back to order at 11:40 pm.

Ms. Regalado moved and Mr. Frye seconded to adjourn the meeting.

Meeting adjourned at 11:41 pm.