

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

Present—Trustees: Lucy Hospodarsky, Laurie Lenzini, Nora Loreda, Catherine Regalado, Elizabeth Van Arsdale; John Mitchell, Director  
Absent: Bertha Chavez

**Ms. Hospodarsky called the meeting to order at 7:04 pm.**

**Public Comments** – one collection suggestion for June which director will acquire. The director still will follow up on newspaper request from previous month’s suggestions.

Councilman Falberg joined board and connected Mary Kay Betz via speakerphone to discuss 2014 Pumpkin Fest. Ms. Betz is from the Autism Society of Illinois, a 501(c)(3) group running the Pumpkin Fest this year. Fest will be Friday – Sunday, October 17-19, in Everts Park, library parking lot, Highwood Ave., and surroundings. Board agreed that the library’s East Building will be used as a quiet area staffed by occupational therapists for families and children on autism spectrum needing a break during the festival. Logistics including hours, parking, will be worked out and festival layout schematic emailed; director will have plans ready for September board meeting discussion.

**President’s Report**

- Scopelliti was hired for spring cleanup. Ms. Lenzini will clarify situation with Scopelliti. Library will be included on city’s landscaping decision.
- Committee chairs and president placed annual reports on shared drive Annual Reports and in board packet.
- Working meeting with Director, Workplace Professional Development Institute Trainer, and President was reviewed. Main goal was building trust among library stakeholders. Meeting was to be continued as agreement wasn’t reached. Staff thinking styles had been assessed in one WPDI session. Director described WPDI focus on trust, communication, and theoretical and practical aspects. He described next phase for FY15 staff development as staff meeting directly with trainer, and third phase being a presentation by director to board. President will reconnect with trainer before staff/trainer meeting.
- President met with 2 potential volunteers
- Director will create 2nd IPLAR draft by end 6/19 and circulate for review, signatures.

**Secretary’s Report**

Ms. Hospodarsky moved to approve meeting minutes from May 19, 2014. Ms. Lenzini seconded and the motion passed unanimously.

**Communication**

Prevailing wage ordinance was received from Ancel Glink although we had requested that this not be done. Ms. Hospodarsky will follow up.

**Treasurer’s Report**

Ms. Loreda and Mr. Mitchell reviewed the May financials:

- Small reimbursement sent to city for property taxes was because county did not use correct percentage in allocating taxes.
- Reserve Fund Checking account will be closed by next meeting.
- Director will get answer from accountant on same overtime listed 2 months in cash basis report.
- Two ILA payments were for staff to attend a course; staff summaries still needed.
- Zinio has a separate line, should not be under periodicals entry.
- Director will check on Workers Comp insurance being billed under benefits instead of liability.
- Website amount is lower and is being split into 2 FY – next time will be billed for FY term only.
- Director will investigate two \$0 bills under Furniture in April 2014 Expense Detail.
- 2 LACONI salary surveys need to be obtained, placed in Personnel folder, before paying Innovation Experts.
- President reviewed finance procedure and timeline for fiscal year end. Board simply reviews Accrual Basis Report. Treasurer will check last year's city audit for information. It is valuable also to compare budget with spend.
- Next year per capita money will be spent before end of FY for simplicity.
- FY15 budget has been posted to the library website.

Ms. Hospodarksy moved to approve the May 14- June 10, 2014 invoices except amount billed by Ancel Glink for prevailing wage and bill from Innovation Experts from previous month until report is in hand. Ms. Lenzini seconded and the motion carried unanimously.

### **Librarian's Report**

The director highlighted some items in provided report:

- Zabinski Consulting donated a tablet for Children's Reading Program grand prize.
- Language Stars programming will be postponed until school year.
- Advertisements for new computer games, part of AWE software, are posted.
- Volunteer will do shelf reading for Spanish materials to start. In future staff will be doing shelf reading in assigned sections.
- Director will close Friends of HPL Facebook page and link the new public Facebook page on the library's home page and in Links section of website.
- English as a Second Language conversation group is meeting at Library.
- Director will be placing monthly statistics in the Board packet folder tomorrow. Zinio advertising started in June so low May usage should increase. Director will conduct survey on periodical usage, in particular for New York Times.
- Director attended WPDI event previewing potential courses for workplace
- Repairs on the HVAC system were performed.

### **Committee Reports**

- Finance Committee met and generated Annual Report

- Personnel Committee will meet on topic of Personnel Manual. Preferred that Director make a start, using templates, for efficiency. Existing manual should be supplied to new employees. Management Association membership via RAILS is also a possibility offering HR assistance which director will investigate.

### **Old Business**

#### Discussion of renovations and architects/General Contractors:

Director met with 5 different architects and showed two proposals. He will place electronic copy of list and proposals in the Renovations folder. There may be a lower cost option to retain plumbing for East Building bathrooms instead of creating new. There was agreement to reform Renovations committee. Someone with construction knowledge would be helpful to the committee. Director will set up a meeting with Ms. Lenzini, Ms. Van Arsdale, and the architects providing proposals once he has reviewed and revised proposals.

#### Discussion of Adult Room floor plan, carpet, and bookshelf installation:

Director has discussed procedure for carpeting with installer. Storage space needs to be emptied before East Building renovation. For next meeting Director will obtain bids from library space planners for the Adult Room, starting with names Ms. Loredo has provided.

### **New Business**

- Ms. Hospodarsky moved that the slate of officers for the Board of Trustees be elected: Lucy Hospodarsky as President, Laurie Lenzini as Vice President, Nora Loredo as Treasurer, and Catherine Regalado as Secretary. Ms. Van Arsdale seconded and the motion passed unanimously.
- Ms. Regalado inquired about the Ravinia Words and Music tickets promotion advertised through RAILS. Director will look into it soon as season already started.
- Ms. Hospodarsky suggested new volunteer may assist on some projects at director's discretion.
- Director will follow up from Finance committee meeting on finalizing Discover grant and looking at licenses and fees line.
- July board meeting may need to be shifted due to vacations.

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

**Meeting adjourned at 9:26 pm.**