

**Highwood Public Library Board of Trustees Meeting
November 19, 2012**

Present—Trustees: Sue Atkins, Bertha Chavez, Lucy Hospodarsky, Nora Loredo, Catherine Regalado, Elizabeth Van Arsdale; John Mitchell, Director; Kay Kelly, Building and Grounds/Renovations; Terri Svec, Accountant; Kelly Zabinski, Finance Director City of Highwood; Jason Hilkovitch
Absent: Mark Frye, Laurie Lenzini

Meeting called to order at 7:33 pm.

Public Comments—None

President’s Report

- Welcome to new trustee Elizabeth Van Arsdale, who has been onboarded by the president and has taken OMA training.
- November 6th City Council presentation of library tax levy and introduction of new director
- November 20th to attend City Council meeting: Discover Card presenting \$10,000 check to library for Pumpkin Contest award. Actual check has come in.
- Schools/educators/social services agency outreach for Discover contest prize spend recommendation
- Police report filed for missing library files

Secretary’s Report

Ms. Hospodarsky moved to add approval of executive session meeting minutes for October 15, Ms. Regalado seconded and the motion approved unanimously.
Ms. Hospodarsky moved to approve minutes from the October 15, 2012 regular meeting, October 30, 2012 special meeting, and October 15, 2012 and October 30, 2012 executive sessions. Ms. Loredo seconded, and the motion carried with Ms. Van Arsdale abstaining.

Treasurer’s Report

Ms. Loredo with Ms. Svec reported the following

- AP report matches Balance Sheet as long as dates are matched; August then reconciles
- For outstanding checks, employee will cash and erase liability
- September maintenance is relocation of broken street lamp
- Benefits/employee match (life insurance, IMRF)—should record only library’s portion, and not as an expense. Allocation of expense between line items will be corrected moving forward.
- Discussion on timing of receipt of materials for budget year end. Will verify required amount to spend on materials, and strive to have all books in by 4/1. If money not spent, it rolls into next fiscal year, becomes surplus, and can be spent and rebudgeted for a purpose.

- It has been challenging to match shipping receipts with invoices from August onward; receipts will be stamped with allocations. Baker & Taylor accounts will be consolidated.
- Process for contractor time and invoice format was discussed. 1099's can be generated from software.
- LACONI membership should be renewed but was not in budget.
- Need to ensure Labor Law posters were received

Ms. Hospodarsky moved to approve August, September, and October 2012 financial packets. Ms. Atkins seconded and the motion carried unanimously. Ms. Hospodarsky moved to approve November 2012 invoices not paid previously, Ms. Chavez seconded and the motion carried unanimously.

Ms. Svec recommends a new format for monthly financial reports. There was discussion on needed work to translate to Excel, sufficiency of QuickBooks report, which will be tried in December for November financials. Board wants to retain executive summary. Financials will be given to treasurer 1 week in advance of board meeting, reviewed by Finance committee, and then posted to board packet on Thursday. Treasurer will review process for the bank reconciliation. Ms. Svec is reviewing current internal controls.

Ms. Zabinski mentioned December 4th—7:30 pm, public hearing regarding tax levy, and that long term debt longer than a year must go through city council.

Ms. Hospodarsky moved to approve payment for cleaning services for director approved hours. Ms. Loreda seconded and the motion carried unanimously.

Librarian's Report

Mr. Mitchell circulated a written report outlining progress in the building, new services, programming, collection, and outreach.

- Mr. Mitchell reported on donation of computer monitors from Michael Qualizza
- K9 Reading Buddies sent a thank you for using library for calendar shoot.
- Metal shelving in main room has been replaced with wooden shelving. CD racks will be set up with donation from Ms. Van Arsdale and uncataloged CDs. Paperback racks will be taken out. A business section is established by the Express Computers.
- Mr. Mitchell attended the Chamber of Commerce meeting and plans regular attendance. Next meeting will be at library. Chamber may help market library.
- Statue base has been stabilized
- Highwood Historical Society may have a program, do display window in January.
- K9 reading program will have another photo shoot and with newspaper article.
- Statistics for gate count and all programming counts are needed.
- Processing and cataloging uncovered items. 40+ DVDs added. All new items are now processed daily
- There are several book signing possibilities.
- Tutoring and policies were discussed. A for profit organization with 36 kids will move to Highland Park Public Library. Small non profit groups are acceptable.

- A police report was filed for missing files dealing with Highwood centennial and Fort Sheridan. Staff and board received a memo regarding police investigation.
- Two community service volunteers' time is complete. Mr. Mitchell noted how helpful one had been.
- A volunteer projects list is needed to use people wisely—for example St. James confirmandi, quinceañeras--but time must be scheduled with Mr. Mitchell

Committee Reports

Renovations: Ms. Atkins spoke with FGM to clarify status of large scale renderings. Summary comments were rewritten. Committee will meet to decide how to prioritize master plan. A marketing and long term plan on how to improve services is needed. Ms. Van Arsdale reported on Live and Learn Grant application due January 11--up to \$125,000 new construction or remodeling. Seed money could be matching funds. Mr. Mitchell feels that meeting room might be eligible. Ms. Kelly asked what a professional grant writer would charge. Mr. Mitchell will investigate. Ms. Van Arsdale will contact libraries that won the grant last year.

Building and Grounds: Ms. Kelly got input from local business on furnace contingency, possible renovation, cost of ductwork, as well as estimate on replacing bathroom piping.

Personnel: will meet regarding policy

Technology: Ms. Regalado reported on committee meeting. The committee decided there would be no charge for scanning to a USB or to email. The policy on copyright should be verified in patron policies and a brief reminder attached to new copier. Mr. Mitchell will investigate holdings in OCLC. Weeding would come before inventory and ILS change. Contractors should have contracts. Library also needs technology documentation, including inventory, licenses, vendors. Mr. Kindseth at City can help Mr. Mitchell with question on contractors' ability to work outside public hours.

Fundraising: Committee meeting minutes were circulated with discussion of fundraising options. Ms. Atkins and Ms. Chavez have placed cookbooks at local businesses.

New Business

Tutoring programs were further discussed. If library had space, space could be used for a charge. There is no current capacity for large groups. Final board and director consensus was that only not-for-profit, small groups of 4 or less may use library space, it has to be arranged ahead of time, and no space accommodations will be made for them.

Two shelves of Italian books dating from library opening were discussed. Ms. Hospodarsky reviewed and found many outdated and topics of limited interest. Many have not been cataloged; those that have have low circulation. David Prendergast also assessed quality and thought they would not sell as valuable books. Director recommends a book sale to community. Volunteers will review collection to assist with pricing and assess if any catalogued books should be retained.

Ms Hospodarsky moved and Ms. Atkins seconded to adjourn.
Meeting adjourned at 10:40 pm