

**Highwood Public Library Board of Trustees Meeting  
April 21, 2014**

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

**Meeting called to order at 7:11 pm.**

**Public Comments**

- Staff should be able to see director's report – director will email Ms. Kelly a copy for now. In future should be posted to staff section of shared drive. Further, suggestion box comments and director responses should be part of post-meeting communication to staff, and staff should be encouraged to read approved minutes on website.
- Suggestion box – collection suggestion will be passed to children's librarian.
- Small disk cleaner machine is available to staff, is used if DVD returned with complaint. Topic will be discussed with staff, and could investigate purchasing a new machine.
- March 15 was a children's program, would explain kids and noise.
- To drop box request, a repeat, it is very expensive, could be donation? Ms. Kelly noted staff want an inside drop box. Can place explanation on drop box, but may add attention.
- Ms. Kelly is back and appreciated flowers.

**President's Report**

Ms. Hospodarsky reported:

- A thank you to Patricia Galli of Pastificio for her longtime support of the cookbook sales.
- Highwood resident volunteer and cookbook sale possible project
- City of Highwood landscaping contract discussed at 4/15 city council meeting – President will reconnect with city manager on outcome.
- June is election of Board officers
- Reappointment of three trustees for new 3 year terms. Ms. Lenzini, Ms. Chavez, Ms. Loreda will be contacted by city about when agenda for reappointment.
- IPLAR should be started by middle of May.
- There are trustee educational requirements for per capita grant application
- Next meeting will be May 19 as quorum available with 1 absence.
- Ms. Hospodarsky met with leaders of Workforce and Professional Development Institute from College of Lake County as they developed curriculum.

**Secretary's Report**

Ms. Hospodarsky moved to approve regular meeting minutes from March 17, 2014. Ms. Van Arsdale seconded and the motion carried unanimously. Ms. Hospodarsky moved to approve special meeting minutes from April 7, 2014. Ms. Van Arsdale seconded and the motion carried unanimously.

**Communication**

IMET information was sent for president and treasurer.

## **Treasurer's Report**

Monthly newsletter on IMET investment: account has been set up but money is still with IL Funds. Finance committee is working out logistics on transfer.

The board reviewed March financials and some details:

- Zinio invoice – right now entered as FY15 but Ms. Loredo will check with consultant on base fee, and follow up.
- Materials budget – a lot of items outstanding; we are ~\$1500 short on budgeted spending.
- Per capita budget – should target spending all of this in the FY rather than rolling over to November deadline for being cleaner on budget. Accountant may recategorize materials and ensure spending required percent budget on materials
- Copier repair- changing some settings for scanning, should be recategorized for maintenance
- Legal services used by director plus board was charged for prep work for meeting. Prevailing Wage template will be placed on shared drive.
- North Shore Sanitary should be under Utility.
- Discover Grant covered hardware related to upgrading children's computers.
- Duplicate RAILS check will be voided.

Ms. Hospodarsky moved to approve the April 2014 invoices except second RAILS payment which should have check voided. Ms. Lenzini seconded and the motion carried unanimously.

Ms. Hospodarsky moved to add discussion of FY15 budget to agenda. Ms. Regalado seconded and the motion carried unanimously.

Ms. Loredo reviewed latest FY15 budget that director and Finance committee had worked on.

- Per capita grant will be higher than previous year.
- Faxing approximation will be available.
- Miscellaneous income – could be zeroed.
- Zinio could be piloted – potential to shift some budget from paper to electronic. Ms. Hospodarsky will create blurb including Zinio for Fort Sheridan, Alderman Pederson, and report to City.
- Director is not planning on using Freegal and money has been diverted to other purposes.
- Though FY15 budget has low Technology projection, this is because of recent FY14 purchases.
- Technology property should be located in the library. Should get on a rotation for technology purchases to even budget impact. Desire inventory for large tech items including date of purchase and retirement – there is already some documentation.

## **Librarian's Report**

- Language Stars is not doing foreign language movie.
- K9 programming is completed for school year.
- Family Network has restarted sessions.
- Highwood Historical Society will do window and curio cabinet.
- Book club info has been added to website.
- Will participate in Community Resource Fair for Spanish speakers
- IMET account has been set up

- Daytime circulation position was filled
- WPDI approaches to team building were described. Responsiveness of staff, development of evaluation procedure, and expense for assessment tool were discussed.
- Book weeding has been going on for past few weeks, 2000+ items out.
- Zinio has been purchased and training will follow staff meeting. Then it will be publicized.
- Brochures in PDF format were sent by MMM, still need training for staff.
- Regular basis volunteers preferred. Director will follow up with several emailed inquiries. Cataloguing, data cleanup prior to ILS, inventory are possibilities for experienced librarian.
- Statistics tally now includes computer questions; updated stats will be placed on shared drive.
- Highwood Avenue will be repaved tomorrow.
- Director obtained FGM opinion on bathrooms, one large meeting room, ADA entrance. This renovations document needs to be uploaded to shared drive for board to review.
- Tutoring group has not yet contacted library. Meeting room policy has not been publicized; pdf needs to be put on website. Staff are aware and form is at front desk.
- Exterior facade review may be needed.
- Facebook page was created by children's librarian. It should be made public. Start with informational page before allowing comments. Will also be added to Ft. Sheridan newsletter.
- Director previously attended RAILS training and will email board the links he obtained.

### **Committee Reports**

Finance: Recategorization review: Accountant emailed that reclassifications were done, board awaiting confirmation from director/treasurer.

Policy: Meeting room policy was drafted and a special meeting held to approve.

Technology: AWE software will be available May 1. Kindle has been loaded with some classic books, will be discussed with staff, and can be loaned out. This policy should also be added to website.

### **Old Business**

There is still need for a marketing intern for patron survey and newsletter, or volunteers.

### **New Business**

Director's information from FGM not available on shared drive. President will schedule special meeting to discuss East Building strategy and available budget via Doodle poll.

Ms. Hospodarky moved to approve FY2014/15 trustee board meeting calendar, Ms. Lenzini seconded, and the motion carried unanimously.

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

**Meeting adjourned at 10:14 pm**

Next regular board meeting is scheduled for Monday May 18, 2014.