

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

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

Absent: Bertha Chavez (arrived 7:08 pm)

**Meeting called to order at 7:05 pm.**

**Public Comments**

- Suggestion box comments were reviewed. Parking lot belongs to city, not library; second outside drop off box costs ~\$4000 but is on wish list, delay in obtaining new cards was explained and resolved, and shouldn't be an issue next time ordering – temporary card probably couldn't be used reciprocally; collection requests were passed on to children's librarian.
- Ms. Kelly requested current budget to be put on website. Ms. Hospodarsky will finish final review and director will post. She also asked about availability of staff development funds. She noted website book club information isn't helpful for club members, needs to be up to date in Programming and Calendar. Mr. Mitchell said for status of the new website that he found issues with the template.

**President's Report**

- Live and Learn Grant – Rep. Drury was copied on documentation, and will tour the library with the director.
- Statement of Economic Interest – annual form- some trustees were contacted by city, but all still should get mailing from state.
- Ancel Glink guest speaker – will come for March meeting.
- Exit interview conducted with departing employee, and followups from suggestions were accepted by director and will be implemented, including staff training. Separately a possible issue with communicating eligibility for library cards was raised, can be addressed with a handout for Spanish speakers. Modes of communication to staff were discussed including email and a news document on shared drive. A staff meeting should be scheduled with email as the topic.
- Reviewed procedure for library board email responses – director should respond and copy board president. Some emails were missed and still need response. “Contact us” on website could go jointly to board email box and director in website redesign.
- Historical Society possibly locating in train station was mentioned.

**Secretary's Report**

Ms. Hospodarsky moved to approve minutes from December 16, 2013 regular meeting, December 21, 2013 special meeting, and December 16, 2013 Executive Session. Ms. Loredo seconded and the motion carried unanimously.

**Communication**

A holiday card containing \$140 in donations from Wednesday night book club was received and will be acknowledged.

## **Treasurer's Report**

The board reviewed December financials and some details/questions:

- Flash drives were recategorized.
- There is a \$75 fee for Museum Pass program. This is new, and on review, director will cancel membership as it was not being used sufficiently.
- Fundraising account has .01 balance. Director must make contact to close account.
- Fax income reporting software will be provided.
- Comcast bill explanation provided by Mr. Knutson – situation came to light when upgrading a few months ago for faster speed. Question on what city has. Director will arrange for bundling ASAP for cost savings.
- Taxes in arrears provided extra income beyond expected.
- Children's periodicals obtained in January not displayed in December order.
- All purchasing will be done and received by FY end- making sure not backordered.
- Recategorization from previous time will be reviewed by treasurer and director.

Ms. Hospodarksy moved to approve the Dec 11- Jan 7 check register plus 2 checks for cleaning service for \$100, and excluding Museum Pass check. Ms. Lenzini seconded and the motion carried unanimously.

There was discussion on investment options for the Capital Improvement and Reserve Fund accounts. Library accounting firm recommended IMET. Board reviewed information and wants to pursue as better than current return. There was a question on fee for transfer out of IL Funds. Finance committee will investigate further.

## **Librarian's Report**

- More statistics have been added into the librarian's report.
- OCLC accounts for ILL changing. Some staff will be responsible. There will be written procedures for crosstraining staff.
- AWE software will be going on 6 computers. Flyer will advertise when done; director estimates completion within 1 month. Ms. Lenzini suggested it be a topic for Spanish speaking parents meeting at Oak Terrace, or field trip to library.
- Interviewing for children's librarian.
- Policy for space use including possible fees needs to be developed. Historical Society wants to use east space for meeting. Ask to be during library hours to not incur staff expenses.

## **Committee Reports**

Building and Grounds: Ms. Lenzini met with electrician and plumber and expects estimates for next board meeting discussion. This will include ability to move items to new renovation bathrooms if possible. Director will find out timing of Live and Learn grant meetings and decision.

Finance will meet in February.

Technology: Zinio estimate still needed.

**New Business**

Ms. Hospodarsky moved and Ms. Regalado seconded to enter Executive Session to discuss personnel matters.

**Executive session entered at 9:15 pm**

**Meeting called back to order at 10:04 pm**

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

**Meeting adjourned at 10:05 pm**

Next regular board meeting is scheduled for Tuesday, February 18, 2014.