



AGENDA - REGULAR MONTHLY MEETING
HIGHWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
Monday, May 21, 2012 – 7:00 Pm
Adult Reading Room Conference Table

1. Call to order at 7:09 pm

2. **Roll call** : Laurie Lenzini, Nora Loredo, Sue Atkins, Bertha Chavez, Lucy Hospodarsky, Mark Frye

3. Motion to allow Trustee Regalado to join the meeting via conference call

Ms. Hospodarsky moved to allow Trustee Regalado to attend the meeting via telephone: second by Ms. Loredo. The motion carried unanimously.

Ms. Regalado joined the meeting via telephone at 7:10 pm.

4. **Public comment** : There was feedback about the change to the hours – a patron stated that the change in hours was confusing, and also dissatisfying. In future fiscal years, we are looking to better align the changes of the hours to reduce multiple changes.

There was a suggestion for a book signing party.

Ms. Hospodarsky moved to go out of order: to Item 9 – treasurer’s report. Ms. Loredo seconded. Motion passed unanimously.

5. President’s report – Lucy Hospodarsky

- a. June Elections – Ms. Hospodarsky is volunteering to continue her duties as the President. Ms. Regalado is volunteering to continue her duties as the Secretary. There is a vacancy in the Vice Presidency. Ms. Loredo is volunteering to continue her duties as Treasurer.
- b. Community reach out update : Chamber and not for profit professional organizations - Ms. Hospodarsky will meet with the Chamber to open the dialogue during fund raising. She also met with a Nonprofit professional who made suggestions to help our efforts for fund raising. Ms. Hospodarsky encouraged board members to get involved in the grant writing process, even before a director is chosen.
- c. Grant for children’s books – Patron Judy Johnston has agreed to write a grant for children’s books
- d. Create Friends group – brainstorm ideas for next meeting. The goal is to generate excitement for renovations and provide a source of support for future activities.
- e. Farmer’s market activity – June 13th will occur in Evert’s park behind the library. Ms. Hospodarsky will meet with the assistant City Manager to clarify questions about the event.

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- f. President's Annual Report – will be presented at the next board meeting. Briefly, Ms. Hospodarsky expressed pride in the board's work, particularly in the work done within the committees. The board reciprocated their pride in the work done by the president.
6. **Secretary's report** – Catherine Regalado
 - a. Presentation of FY13 Board Meeting Calendar – Ms. Hospodarsky suggested making a note of the dates that are on Tuesday, due to Monday Holidays. The “optional” board meetings (formerly Committee of the Wholes) will be removed from the calendar.
 - b. Ms. Hospodarsky moved omnibus to approve meeting minutes. Mr. Frye seconded. Motion carried unanimously.
 - i. Regular meeting April 16, 2012
 - ii. Special meeting May 7, 2012
 - c. Review of Executive Session meeting minutes (as required by law) - Ms. Regalado has created a spreadsheet summarizing the past 2 years of Executive session meeting minutes. Ms. Hospodarsky moved to open the executive session meeting minutes based on the recommendation by Ms. Regalado, noted by a Y (Two: 2/19/2012 and 10/3/2012). Seconded by Ms. Atkins. Motion carried unanimously.
7. **Communication** – a Thank You card was sent to the Search Committee members by one of the candidates and the other candidates reported via email
8. **Staff Liaison Report** – Ferguson Mills

Statistics were reported by Mr. Mills. Roughly 10% of the circulation is in DVDs; roughly 55% of the circulation was due to the children's books. Nearly every evening has had a waiting list for children's computers. Mr. Mills discussed with staff the importance of following budget restrictions for staff hours. Historically, the library has closed for several weeks during August, in part because of budgetary restrictions. Ms. Hospodarsky did not want to move in that route. Ms. Chavez has received feedback from parents about dissatisfaction of violent video games available at the library.
9. **Treasurer Report** – Nora Loredó

Ms. Niles suggested tabling the approval of the financial packet until the narrative is completed and several questions were addressed.

It was discovered that the IPLAR (Illinois Public Library Annual Report) filed last year with the state did not reflect the correct total revenue for the 2011 fiscal year; revenue was understated by approximately \$40,000 due to the timing of the last tax levy deposit. We received a check for a tax levy payment on the last day of April (Friday) 2011 and it was deposited late in the day and ended up with a deposit date of May 2, 2011. The approved April 2011 P&L, which was used to prepare the IPLAR did not reflect the tax levy revenue. The April and May 2011 P&L statements were revised back at the time but after the IPLAR was already filed. It was suggested by Mr. Lolli, consulted by Ms. Niles, to file an amendment to the IPLAR for the state.

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There were 2 uncleared checks: payments to former employees. Ms. Niles will attempt to locate these individuals.

Ms. Regalado had a question about the ordering of materials budget. Several categories were over the budget. Staff members overall kept to their budget, but did not hold to the subcategories within their domain. Next year, many of the subcategories will be collapsed to simplify the budget and record-keeping.

Ms. Regalado had a question on the 34 days of April for payroll. Due to payroll dates, the payroll is submitted two days prior to the end of the month. However, because all payroll payments must be made within the fiscal year, Ms. Niles added the days that would normally not be included in the month to April's pay period.

- a. Ms. Loredo moved. Motion to approve the May 2012 Invoices bills to be paid for fiscal year end. Ms. Hospodarsky seconded. Motion carried unanimously.
- b. Ms. Hospodarsky moved to table approval of the Treasurer's report (P&L, Balance Sheet, and Check Register as of April 30, 2012). Seconded by Ms. Lenzini. Motion carried unanimously.
- c. FY 13 budget on website.

10. Librarian's report – Lucy Hospodarsky

- a. IPLAR – the state has a new deadline: 60 days after the close of the fiscal year. Ms. Niles is working with Ms. Aldrich to prepare and will be available for review soon.
- b. Summer Reading – the work is underway. Ms. Atkins has contacted businesses: Maria's Bakery and Buffo's have volunteered services as rewards for summer reading. Ms. Knoepfle has worked out the details but has requested a translator for the packet that details the program, by June 9th. Ms. Chavez will help Ms. Knoepfle locate a translator. Additionally, the librarian from Sherwood Elementary has worked with Ms. Knoepfle to provide access to the library's materials to students in the Dual Language program. There will be a special date for the students to sign up for library cards on June 2nd.
- c. Statistics – covered in the Staff Liaison report. Mr. Frye asked for the statistics to be saved electronically.

11. Committee reports – will be reviewed by board members and comments should be passed along to committee chairs. Copies of the end of the year reports are available in the committee binders. There was concern that the end of the year reports would not be publicized and we brainstormed ways to share that information.

- a. Finance Committee – No updates
- b. Personnel Committee – No updates
- c. Policy Committee – Food and beverage policy has recently been in question due to problems with spilled food and pests. A new procedure was introduced to prevent food and drinks from entering the library. There was a discussion about exemption areas, but Mr. Mills worried that monitoring is a challenge. Policy suggestions: no food or gum,

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adults only, covered containers, only in the work space (tables and fireplace). The policy committee will draft a policy for approval by the board. Mr. Mills will implement the moderated procedure until policy is approved.

- d. Building and Grounds Committee – End of the year notes: Ms. Lenzini noted that the lion’s share of the work is accomplished by Kay Kelly, and thank you to her for her efforts. There has been an effort to clean up spaces in the back storage.
- e. Technology Committee – VPN and server space is up and running, Jim has prioritized the installation of the print/computer log-in to be up and running within the week for testing. MyMediaMall is still underutilized. We are also exploring the Apollo migration and inventorying process. Ms. Hospodarsky mandated that committee’s use the server space to store materials. Mr. Frye will contact Ms. Niles about using the server space to store materials.
- f. Director Search Committee – From the 12 candidates who were given a phone interview, 5 or 6 will be selected for face-to-face interviews with the committee that will be completed by May 30th. On June 2nd, the committee will meet to discuss the candidates that will be selected for face to face. Committee plans to choose 3 candidates for the board to interview as the final step of the interview process. The executive director of the Mount Prospect Library. Ms. Marilyn Genther, and a former MPPL trustee are invited to the June 2 meeting so that committee can get some feedback and guidance as to the overall process.

12. Old business

13. New business

- a. FGM next meeting – set the date for Special Meeting to review final draft and cost estimates
There is a desire of the board to meet as a board and staff together to review the final draft. Mr. Mills is worried about the attendance of staff at the meeting due to lack of motivation. June 3rd at 12 pm is the tentative date for this special meeting time.
- b. Appoint standing committees
The five existing standing committees will be re-appointed.
- c. Motion to approve a revised Records Retention Schedule – Ms. Hospodarsky moved. Ms. Loredo seconded. Motion carried unanimously.
- d. Motion to approve FY 13 Board Meeting Calendar – Ms. Hospodarsky moved to table this motion until the calendar is revised to remove COW dates.
- e. Motion to hire recruiting consultant for last phase of hiring process – No motion made. Seeking free advice from MPPL director at June 2 meeting.

14. Executive session Did not enter executive session

15. Action Items Coming From Executive Session

16. Adjournment – Ms. Hospodarsky moved. Mr. Frye seconded. Motion adjourned at 9:36 pm

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