

**Highwood Public Library Board of Trustees Meeting  
October 25, 2010**

Present—Trustees: Alison Aldrich, Bertha Chavez, Lucy Hospodarsky, Susan Niles, Catherine Regalado, Mary Tondi; Elsie Martinez (director). Absent: Jaime Barraza

**Meeting called to order at 7:10 pm.**

**Announcements**

Ms. Aldrich expressed her gratitude for all the work that made the library's event for Pumpkin Fest a success-- thanking Jackie Cimarrusti and Jason Hilkevitch, who were present, and all the staff who worked on it. The library fun house was heavily attended for the 2 main events, but well attended throughout the festival; there has been positive reaction from the city and people who had never been in the library before, so participation, though expensive, was an important PR move. Ms. Chavez brought many essential volunteers for the various stations. Charges evolved through the weekend. In the future, different funding options should be explored, but this was programming for a captive audience. The staff should plan for next year by purchasing materials at discount right after Halloween.

**Public Comment**

Suggestion box comments were mostly complaints about new books/best sellers not being available as they had been before. The director would address this in her report.

**Secretary's Report**

The board reviewed the minutes from the previous meetings. Ms. Hospodarsky moved to approve the minutes of the September 27, 2010 regular meeting. Ms. Tondi seconded and the motion carried. Ms. Tondi moved to approve the minutes of the September 27, 2010 Executive Session. Ms. Chavez seconded and the motion carried. Ms. Niles moved to approve the minutes of the October 12, 2010 special meeting. Ms. Aldrich seconded and the motion carried.

**President's Report**

The President has focused on Personnel and Pumpkin Fest over the past month. She would like to have a goal setting session to prioritize goals, and more leadership of committees, including people external to the board. The board discussed Highland Park residents as board or committee members, and previous board members. Ms. Martinez in the next 2 weeks should prioritize goals for the library for 3 months, in a spreadsheet format, accompanied by annual calendar of key dates. The board can return individual comments. A long range plan needs to be addressed subsequently.

**Financial Report**

Ms. Niles reviewed the Balance Sheet and Profit and Loss budget sent by Mr. Lolli. The next budget meeting will address 2010-2011 revisions and 2011-2012 budget and details will be driven by input from Ms. Martinez. Revisions will be voted on by the board. The library bank account at Highland Park bank has been closed. Mr. Lolli had

talked to US Bank about getting an interest-bearing account and moving funds from IL Funds. Ms. Mans needs to have herself removed from the US Bank account. There were questions on the report about the Unrestricted Net Assets line, the double amount for Paychecks in September, the Analysis Service Charge, office supplies, telephone, and board expenses. Ms. Martinez did not know and Ms. Niles will investigate. She has been entering the checks into Quickbooks weekly and has discovered that often checks were written but not entered in a timely way. Ms. Martinez has just started electronic payments so future payroll charges should be less. Salary lines must be projected forward. Unemployment (IDES) insurance status was clarified, that the library as a non-profit is not required to participate and so has not. The pending claim should be decided quickly, but if not, may need to be considered in budget. Ms. Aldrich will look into cost of unemployment insurance. Ms. Regalado moved and Ms. Tondi seconded to approve the financial report. The motion carried unanimously.

### **Director's Report**

Ms. Martinez distributed a copy of the report.

- New library cards were ordered and tested
  
- Ms. Niles has already started sorting the office area, a large project. Ms. Soldano or Ms. Lenzini may be able to help manage office organization. Circulation policy related to lower age limit will be brought to board. Filing cabinets do not lock, should be replaced.
  
- ILA conference attendance was valuable. Fee will be refunded for conference Ms. Martinez was unable to attend. Ms. Martinez is keeping track of time off for employees, will discuss record-keeping for her time off with Ms. Aldrich.
  
- Attention needed for grant deadlines. Rotary grant is an important one. LSTA grants were cancelled. Ms. Martinez will research deadlines for additional grants of interest.
  
- Regular staff meeting needs to be rescheduled, may need to be held twice in the week to cover all employees, and should be held at least monthly.
  
- Reception to new hours: Ms. Chavez worked with a 4-H group concerned about Friday hours. Because hours were decided after Bell Tower publication, new hours will be advertised through posters in window, flyers for Ms. Chavez's groups. Ms. Hospodarsky will do joint advertising for new hours and storytime through leaflets at local schools.
  
- Two new job openings are accounted for in the budget. An Administrative Assistant for 16 hours/week and a Cataloging/Circulation person for 16/week have been posted. The Personnel committee can help review applications, which are due by October 29<sup>th</sup>. Staff needs additional aid in evenings. Ms. Martinez's current hours are 9-7 MTWR. Ms. Niles may provide customer service training to staff.
  
- Collection development: Ms. Martinez reviewed electronic book purchase from Baker & Taylor, which library was paying \$1000/year for but not using in the past. Ms. Niles and Ms. Martinez will check what budget line that has been coming from. Standing

orders were reviewed. BWI will be used for children's materials. The board expressed that getting new books/best sellers was highest priority for good customer service. Ms. Martinez should order as soon as possible, and other staff/volunteers can catalogue.

·Technology: Techpro Logic provided a detailed quotation for tech services. They are preferred to other quotation, but board could still consider an individual providing services, based on Mr. Knutson's job description. In interim, Mr. Knutson will be consulted if issues arise, or Techpro Logic on an hourly basis until a contract is arranged.

## **Committee Reports**

### Personnel:

Ms. Aldrich reviewed the work of Annalisa DiVito, HR consultant. The board has commented on the director's position description, and now Ms. Martinez will review. The Director's 90 day review will be scheduled for next week with the Personnel Committee.

Buildings and Grounds: Committee needs new active members, preferably with building experience. Shelves purchased from Borders need to be moved from there soon. Three quotes are being collected. Disassembly and moving could be considered separately. Storage space needs to be cleared. PODS also needs us to return POD. Ms. Aldrich will go through back space and POD with Ms. Martinez to identify items that should stay and should go, possibly in a work weekend the first weekend in November. Board is expecting that total moving expenses will be less than \$5000. Building structural report by Home Raters was done in past few years, but cannot be found.

### Programming:

Holiday tea is a possibility for programming, but unsure whether to hold this while library is open. Church basement across the street is another possible space. The budget needs to be evaluated for this event.

### Technology:

Notes from last committee meeting were reviewed. Ongoing website pricing needs to be verified. A design meeting will be held Thursday. The board felt green would be a good site theme color. Circulation software comparison spreadsheet still needs completion. Three new circulation computers and a switch were purchased at a low price by Mr. Knutson. Internet filtering policy will be developed by the director.

## **Unfinished Business**

The missing director's laptop was discussed including 2008 purchase cost and replacement cost. The former director's reference had no recollection that the laptop had been gifted. Ms. Hospodarsky moved and Ms. Tondi seconded that Ms. Retnauer should return the laptop to allow library data to be extracted and on that condition she may retain it. The motion carried. Ms. Martinez will talk to Mr. Knutson about replacement options.

## **New Business**

Ms. Martinez's medical insurance was not covered by city until September although it was supposed to begin in August. City should reimburse Ms. Martinez for her costs. Ms. Martinez proposed saving the library significant money by moving from the city plan to a spousal health plan. Ms. Hospodarksy moved that the library remove Ms. Martinez from the city health plan and pay her the differential so she can obtain her own insurance, with documentation. Ms. Aldrich seconded and the motion carried unanimously.

Ms. Martinez passed out technology proposals for more green ways to handle printing. NorthShore, ISBS gave proposals for printing and copying, and Today Business Solution for print servers. These will be considered at a later time.

The board agreed that the library will close at 5 pm on November 24<sup>th</sup>. It will be closed Thanksgiving Day also.

The next committee meeting date is November 1<sup>st</sup>. The next regular board meeting is Monday, November 22<sup>nd</sup>.

Ms. Regalado moved and Ms. Tondi seconded to adjourn the meeting.

**Meeting adjourned at 10:14 pm**