

**Highwood Public Library Board of Trustees Meeting  
September 27, 2010**

Present—Trustees: Alison Aldrich, Jaime Barraza, Bertha Chavez, Lucy Hospodarsky, Susan Niles, Catherine Regalado, Mary Tondi; Elsie Martinez (director), Marni Mans (assistant director), Bill Lolli (accountant)

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

**Financial Report**

Mr. Lolli reviewed the Balance Sheet and Profit and Loss budget and noted real estate tax money coming in from the city, both the late payment and another payment received in September. Ms. Niles asked about General Fund money going to a longer term/higher interest account such as a CD, and she will do some research. Mr. Lolli recommended that decision be based on budget discussion and noted complication with money coming from multiple funds into a single CD. Ms. Mans explained Per Capita lines for FY 2009 and 2010. She also noted October 15 postmark requirement for Per Capita grant. The building consultant cost could come out of building maintenance rather than consultant. A revised budget will be done in the next month. Next budget meeting will be Monday 10/4. Ms. Regalado moved and Ms. Aldrich seconded to approve the financial report. The motion carried unanimously.

**Public Comment**

Joan Retnauer, former director (now in Colorado Springs) heard that in there was a suggestion of selling the library building in a recent city Committee of the Whole meeting. She gave to Ms. Aldrich a copy of a petition to convert to district library that had been commissioned by the former board. Ms. Retnauer noted that the building titles are under library board rather than city but the board sits at the mayor's discretion, as a district library tax money comes to board rather than through city, and trustees must be elected. Ms. Aldrich stated that city is considering moving city functions to an unused property in Fort Sheridan. The city could convert to district library without going through petition process. The city took care of many library expenses in the past but fewer now. The library does piggyback for insurance cost savings. Ms. Retnauer also stated she has been receiving emails from patrons complaining about lack of new books. She further stated she'd share the past board approved plan for pre-school room.

Jason Hilkevich inquired when new hours would be discussed by the board. Ms. Retnauer noted many patrons rushed in on Fridays to check out material for weekend. She thought Wednesday could be a less busy day, but children may need to use the library after school, so maybe the library could open in the late afternoon. Wilma Lakin thought Sunday would be a less busy day for families.

**Technology Committee Report**

Jim Knutson presented on upcoming technology needs. Currently DriveShield protection software needs manual updates on the computers (13 children + 11 adult, + 1 netbook + 3 catalog machines + possible print server/audiobooks/self-checkout) which takes a lot of

tech time, so he recommends new automated SmartShield software. Staff and patron computers have free Microsoft Security Essentials antivirus software, but Mr. Knutson recommends a website for inexpensive licenses for non-profits. The patrons' computer switch is maxed out and any expansion requires a new switch. We have trial version of security administrator that needs to be purchased. The 3 catalog computers are 11-12 years old, adequate for current circulation software, but not for any new browser-based software. Jim recommends Nettops with wired keyboards and wired mouse, or something with small footprint. A drawback is that one component failing means replacing entire item. Library has unused computer and monitor. Another library director recommends laptops for space efficiencies, kept in a laptop rack, provided patron gives definitive form of ID. Drawback is battery life. Currently staff machines are backed up to main database server and this will need to be changed, perhaps put offsite. Children's filtering system is DNS, stored on server, so this will also have to be changed. Mr. Knutson will pass on notes for successor and director. Because of hourly cost, successor may need narrower scope than Mr. Knutson had.

Some budget line items for computers will need to be increased. Mr. Lolli asked about budget categories (hardware, software, maintenance, consumables) and costs for 2 years. Jim stated the board will need to decide what lifecycle is comfortable; he always purchased computers on sale. OS is WinXP except cataloging computers which have Win2000. Staff machines are older than patron machines and catalog machines are oldest. Software will be discussed at next Monday's Technology meeting.

### **Secretary's Report**

The board reviewed the minutes from the previous meeting. Ms. Aldrich moved to approve the minutes of the August 23, 2010 regular meeting. Ms. Tondi seconded and the motion carried. Ms. Aldrich moved to approve the minutes of the August 23, 2010 Executive Session. Ms. Tondi seconded and the motion carried. Ms. Aldrich moved to approve the minutes of the September 7, 2010 Executive Session. Mr. Barraza seconded and the motion carried.

### **Director's Report**

Ms. Martinez has begun planning the Halloween fun house at the library in conjunction with PumpkinFest. She may model after that at the Oak Terrace fun fair 10/17 but that organizer cannot help library. Calendar of upcoming events will be covered in newsletter. Calendar of library important dates still needs more information to be completed. Best seller orders will be submitted again starting October 1. Next staff meeting will be next week. Early literacy station can be purchased with books budget. Ms. Martinez and Ms. Cimarrusti will attend the ILA conference in Chicago 9/28-30.

### **President's Report**

Ms. Aldrich reported that the Assistant City Manager resigned. There still needs to be improved communication with the city. The board thinks box suggestions from the public should be shared with staff, especially kudos. For parking complaints, the library does not own the lot. This may be an issue later in the week as the library hours extend. Joan Retnauer told Ms. Aldrich that the director's laptop was given to her as a gift by the

former board, and that former treasurer Bill Koch can verify this. The board has a fiduciary duty so Ms. Hospodarsky will contact him before a new laptop is purchased.

### **Committee Reports**

#### Policy:

Ms. Martinez has effectively changed the policy so that 4 years is minimum age for library card, and has signed up children at Oak Terrace. She will draft the policy for the board. There was concern about how this was implemented and it was decided that if an operational procedure is changed, it should be posted on staff bulletin board, as not all staff have email. Personnel policy voting is awaiting one more section.

There was discussion on new extended opening hours. Original proposal was 10-8 M-R, 10-4 S, 1-5 Sun. Consistency in hours is important for communication to public. Closing one day needed; possibilities were Wednesday, Friday, Sunday. 10 am opening is latest for preschooler storytime. Add the extra hour to 5 pm on Saturday for consistency. Mr. Lolli pointed out closure for one day roughly costs/saves \$20,000/year. New total/week = 51 hours. The board hopes patrons will adapt to closure date but comments welcome through suggestion box. Mr. Barraza moved to accept new library hours. Ms. Tondi seconded and the motion carried unanimously. New hours will be effective Mon October 11. Ms. Hospodarsky will advise on publicity. Ms. Cahnmann's Friday current events programming must change; Ms. Martinez will talk with her to arrange new time.

#### Buildings and Grounds:

Ms. Aldrich reported that Home Raters did a library inspection ~2003 and is looking for report. B&F also did one recently, library received bill but not report, Ms. Aldrich has requested report.

#### **New Business**

Ms. Hospodarsky will talk with Kay Kelly and Larry Powers Sr. about interest in trustee positions. Ms. Niles suggested advertising for new trustees within the library.

Ms. Niles left the meeting at 10:05 pm.

**Ms. Regalado moved and Ms. Tondi seconded that the board enter Executive Session at 10:15 pm to discuss personnel.**

**The meeting was called back to order at 12:03 am.**

Next committee meeting date is October 4<sup>th</sup>

The next regular board meeting is Monday, October 25<sup>th</sup>.

Ms. Regalado moved and Mr. Barraza seconded to adjourn the meeting.

**Meeting adjourned at 12:04 am**