

**Highwood Public Library Board of Trustees Monthly Meeting  
July 28, 2014**

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

Absent: Lucy Hospodarsky

**Ms. Lenzini called the meeting to order at 7:03 pm.**

**Public Comments**

The suggestion box compliment on cell phone policy and enforcement was noted.

**President's Report**

None as Ms. Hospodarsky was on vacation

**Secretary's Report**

Ms. Van Arsdale moved to approve meeting minutes from June 18, 2014. Ms. Loreda seconded and the motion passed unanimously.

**Communication**

None

**Treasurer's Report**

Ms. Loreda and Mr. Mitchell reviewed the June financials and July invoices:

- The director will follow up again with accountant and city/county regarding the reimbursement of taxes from county to the city, whether this is PPRT, and ensure this is all correct in view of county and public as well as for future taxes.
- WPDI charge is for hours used so far.
- Licensing fee was underestimated in budget
- 2 LACONI salary surveys will be moved to Personnel folder

Ms. Lenzini moved to approve the July 2014 invoices including Innovation Experts, but excluding voided Ancel Glink check. Ms. Van Arsdale seconded and the motion carried unanimously.

**Librarian's Report**

The director highlighted some items in provided report:

- There is a new storytime schedule, which needs to be placed on website programming and calendar events sections.
- The director is working on a new statistics report that will track categories better for IPLAR. The current Programming statistic is a catch all for non-regularly scheduled programming.
- New York Times for Mon – Sat is now available and usage tracked by front desk.
- The director reviewed information on the Management Association and feels it is good access to an HR department. He will move forward quickly and use funds from Legal budget.

- The director reported on learning from Ancel Glink FOIA workshop. Handout will be placed in FOIA shared drive folder. Likewise, IPLAR will be put in IPLAR folder.
- Director's EDGE initiative attendance means Per Capita Grant requirements are now met but Tech committee will meet to finalize next steps
- All bank accounts should be up to date and US Bank signature card fixed.
- New volunteer will start this week.
- All WDPI meetings are complete. Staff will be surveyed about further training.
- Director will confirm accounting contract signed
- Director ensured staff parking for Highwood Days
- New furniture from two other libraries as posted in RAILS were obtained, including new tables and study carrels (which also allow better line of sight for staff)
- One proposal has been obtained for interior design, with a question on best use of carpet. Ms. Lenzini, Ms. Van Arsdale, and director will meet to discuss interior design and architect proposals.
- ACT classes to be offered in fall
- Piper Webs invoice to be corrected soon.

### **Committee Reports**

None

### **Old Business**

None

### **New Business**

The board discussed versions of the prevailing wage ordinance. Ms. Lenzini moved to adopt the City of Highwood Prevailing Wage Ordinance adopted by the City Council at their July 1, 2014 meeting. Ms. Regalado seconded and the motion carried unanimously. Mr. Mitchell will obtain the final ordinance from Mr. Hartman.

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

**Meeting adjourned at 8:01 pm.**