

**Highwood Public Library Board of Trustees Meeting
June 28, 2010**

Present—Trustees: Catherine Regalado, Lucy Hospodarsky, Judy Broderick, Mary Tondi; Marni Mans (assistant director), Elsie Martinez (director), Susan Niles
Absent: Alison Aldrich, Jaime Barraza

Meeting called to order at 7:09 pm.

President's Report

Ms. Aldrich and Mr. Barraza were unable to attend so Ms. Regalado led the meeting. She announced the library had received donations of \$1000 from Rotary International, \$500 from Kraft Foods, and a staff copier from Leonardi. Ms. Broderick and Ms. Tondi confirmed that US Bank had paid the \$6000 for cookbook underwriting.

Secretary's Report

The board reviewed minutes of the previous meetings. Ms. Hospodarsky moved to approve the minutes of the June 15, 2010 Regular Meeting. Ms. Tondi seconded and the motion carried. Ms. Tondi moved to approve the minutes of the June 15, 2010 Executive Session. Ms. Broderick seconded and the motion carried.

Public Comments

Susan Niles introduced herself to the board. She is interested in joining the board and described her background and qualifications, which fit well with the position of Treasurer. She will submit an application to the city, and Ms. Hospodarsky will check with the city to make sure the appointment gets on the agenda in a timely way.

Treasurer's Report

The monthly report was reviewed at the last meeting. Ms. Mans is now able to manage the USBank account. There was no quorum for approving bills, but regular bills will be paid, and other bills coming due before the July board meeting will be approved by Ms. Martinez based on her spending authority once she begins.

New Business

Laureli Kropp has offered to donate a large TV to the library for movie nights. Although it is not digital compatible, the board felt it would be fine for movies. Ms. Martinez thought it would be a programming asset but inquired about movie licensing. Ms. Mans remembered the library purchased an annual \$1000 MPA license in the past, but did not believe it was current. Ms. Martinez knows of a less expensive licensing program for public screenings. Ms. Hospodarsky moved to accept the TV donation. Ms. Tondi seconded and the motion passed unanimously. Ms. Mans will ask the donor if she can store it until renovations are complete.

Ms. Martinez presented requests and budgeting to attend 2 conferences this year. One is for the ALSC Institute in Atlanta in September, and has a reduced fee registration if done by end of June. The other is the ILA Annual conference in Chicago in September. These

fit within the budgeted amount for director continuing education. Ms. Martinez is serving on a panel for community partnership for one so her attendance is important. Ms. Broderick moved and Ms. Hospodarsky seconded to approve Ms. Martinez's attendance at both conferences; the motion passed unanimously.

The Policy Committee requested that the board approve the Authority to Spend Policy and Personnel Policy. Ms. Hospodarsky requested a clarifying change in the Authority policy for "the majority of the board". Ms. Hospodarsky moved, and Ms. Broderick seconded that each policy be approved. Both motions passed unanimously.

Committee Reports

Cookbook Committee: Cookbook sales continue. They can be mailed to purchasers who pay shipping, and the information is in the back of the book.

Policy Committee: will work on the director job description with Ms. Martinez.

Publicity and Outreach Committee: Summer reading program prize donors businesses will be thanked. Ms. Hospodarsky has also compiled a valuable database of library friends which she will share with Ms. Martinez.

Programming Committee: Normally the book club meets on the first Wednesday of the month, at 10 am and 7 pm. In July they will meet on 7/14. Current Events and Sherlock Holmes adult programming continue with Dr. Cahnmann organizing.

Buildings and Grounds: Mr. Barraza met with the Indiana bookshelf purchaser at city storage. He has taken some shelves and will take more but has not yet paid. Mr. Barraza and Ms. Mans met the Borders landlord, discussed timing of bookshelf moving, and accounted for all shelving purchased. Ms. Mans spoke with Studio 41 about donation of a pedestal sink; they do not carry tile so cannot make that donation for the bathroom.

Unfinished Business

Unfinished business was tabled until more information is available to the board.

Librarian's Report

Ms. Martinez will begin work on July 12 but will consult on several matters in the meantime, and can attend the committee meetings. The board was very excited to welcome her to the library. Ms. Mans had a number of updates. The City of Highwood has, much delayed, reimbursed the city the \$9100 in IMRF funds mistakenly taken from the library account. The MyMediaMall purchase was not made because the current cataloging software does not allow the required 3rd party authorization. October 1 is the next MMM sign-on date if new circulation software is in place by then. Ms. Mans has purchased children's DVDs with remaining per capita grant funds that were not able to be spent on MyMediaMall. A SirsiDynix circulation software representative will visit the library at 5 pm on July 14th. Ms. Mans will email Ms. Martinez the relevant information.

Ms. Mans also reported that the men's bathroom in the main library has been repaired. AmVets has accepted books boxed from the book sale room, and the space is fully cleared out and being used for children's programming. Ms. Mans requested a quotation from Hallett movers, recommended by Lake Forest and Highland Park libraries.

Miscellaneous

- Ms. Hospodarsky would like to introduce the new director to the public. Ms. Martinez will compose a biography which Ms. Hospodarsky will turn into a press release for the Pioneer Press, website, and other channels. The board will be active in introducing Ms. Martinez to the community. Attending a Chamber of Commerce meeting would also be a good idea.
- Ms. Mans will compile a list with the contact information for the trustees, staff, and community committee members, for the board and the director.
- The next Highwood Street Market Festival will be July 17-18th. Cookbooks could be sold then and Ms. Broderick and another volunteer may be available at this time. Clear signage is needed for the Saturday of the festival to indicate library is open and to allow for staff parking.
- FOIA requests have been satisfied.
- Ms. Mans will file the current budget with the city.
- Ms. Hospodarsky has a potential water cooler donation for the staff
- Committees will meet on July 6th at 7 pm. Agendas will be posted by July 3rd. The next board meeting is July 26th at 7 pm.
- This was Ms. Broderick's last meeting as a trustee before moving to Indiana. The board expressed appreciation for her years of service on the board and fantastic programming and fundraising work.

Ms. Hospodarsky moved and Ms. Broderick seconded to adjourn the meeting.

Meeting adjourned at 8:37 pm.