

**Highwood Public Library Board of Trustees Meeting  
November 3, 2011**

Present—Trustees: Sue Atkins, Jaime Barraza, Bertha Chavez, Mark Frye, Lucy Hospodarsky, Laurie Lenzini, Nora Loreda, Catherine Regalado; Tony Molaro, Director; Kay Kelly, Building and Grounds/Renovation, Hank O’Neill

**Meeting called to order at 7:47 pm.**

**Public Comments**

Hank O’Neill, previous 15 year trustee who helped found the library, hoped a librarian with qualifications like the current one would be hired. He praised the friendliness of library staff. He mentioned a longstanding rumor that the city would like to take over library for parking garage. Ms. Hospodarsky noted the board has a new council liaison which should ease communication with the city.

Trustee Alison Aldrich arrived at 7:50 pm.

**President’s Report**

Ms. Hospodarsky reviewed her meeting with Mayor Pecaro and Council Liaison Linari, who still needs to be formally appointed.

**Update on Status of ILS Implementation**

Mr. Molaro and Mr. Knutson answered questions about the ILS.

- The patron database contains 5800 records--2500 patrons active plus 1 year of expired. An estimated 5% of records may have some problems that would prohibit mail merge. Mr. Knutson will verify Excel files can be uploaded to Apollo if spreadsheet is used to clean up records. Mr. Molaro suggested he would clean up the patron database; board wanted to assess task priority among others
- Mr. Knutson described problems with data in the new trial system. Origin of problems was not clear, but some items were not transferring correctly from Follett to Apollo. Trial can be accessed at [highwood.biblionix.com](http://highwood.biblionix.com). Board viewed problems with sample search. Biblionix has not been provided with an example to see if there is a fix. Mr. Knutson will follow up.
- Mr. Molaro noted Follett (\$800/yr) would be run in parallel with new system for a year, and staff would check in two databases for that time.
- Mr. Molaro recommends cleaning up 47,000 records within the Apollo system, and then conducting an inventory after migration for books that are in the system but no longer in the library. A volunteer could clean up major fields, estimated at 80-160 hours of work, and Ms. Kelly could train.
- All staff have had training on Apollo.
- Mr. Molaro has a generic copy of the Biblionix contract with current prices.
- MyMediaMall is currently being tested to be live at end of month. It will require periodic batch uploading of new patrons until SIP2 protocol (Apollo) is implemented.

**Ms. Hospodarsky moved and Ms. Regalado seconded to enter executive session at 8:30 pm for personnel.**

**The meeting was called back to order at 9:12 pm**

### **Action Items Coming Out of Executive Session**

Mr. Molaro violated the terms of his contract when he signed a contract with Prairie State College. However, after evaluating Mr. Molaro's past work and considering anticipated future performance, the board elected not to enforce the existing contract.

The president reviewed requirements for this release. A resignation letter including return of laptop and signing bonus is required. On November 7<sup>th</sup> Mr. Molaro is to return the director's laptop and provide a refund of signing bonus paid to date. Tax implications were discussed. Vacation time will be examined and bereavement leave verified.

Mr. Molaro will contact MyMediaMall on November 4 to ensure timely testing. Staff already have training guides. A batch uploading protocol including frequency and person responsible will be set. A staff working calendar 4 months out will be developed and communicated, ensuring no individual hours go above 20 hours/week.

A transition staff meeting will be held November 9. Mr. Mills, staff liaison, has a list of staff questions, and staff wish to know amounts available to spend for materials ordering. The programming calendar and budget will be confirmed. Mr. Molaro noted that Saturday programming requires setup additional help from board or volunteer. Ms. Knoepfle will handle children's programming advertising. It had been previously decided to cancel movies for adult programming. Applications already received for advertised staff positions have been categorized and Mr. Molaro will contact applicants about suitability and delay in hiring.

### **Committee Reports**

#### Finance Committee

The committee shared work on tax levy/budget. Several items were discussed.

- Health insurance benefits should be added
- Line 299 should be 0--it's a temporary holding line.
- Ms. Aldrich suggested budget be presented to city council with a narrative and asked Mr. Molaro to assist with developing this. The council liaison may help educate and influence the council on the library's budget situation. Mr. Molaro recommended using the annual report in the future, and sharing statistics including gate count and computer usage.
- Current insurance policy expires in December. Insurance could be discussed with liaison. Renewal is listed on library's calendar.
- Telecommunications line is expected to stabilize and decrease
- Level of computer maintenance was discussed. With recent extensive hardware upgrades, there should be less maintenance.

- In reviewing budget, council should be informed that expenses this FY don't reflect a full year of a director's salary.
- Mr. Molaro will investigate where unemployment should properly be accounted, but it should not be in the Legal line. Unemployment insurance should be evaluated by finance committee in the future.
- Highwood pays a higher IMRF rate than other locations which is why estimate was too low in original budget.
- Mr. Molaro noted Friday is least expensive day to close because of shorter hours, lighter use. He could calculate savings to library to close on a day with heavy use.
- Phase I renovation plan costs may fall into a different FY if postponed.
- The board discussed the difference between an operation budget and a tax levy. The board asks for a dollar amount because actual EAV is unknown. Materials spend is set to 12% of levy automatically. Family medical insurance has been added under salary.

Ms. Hospodarsky moved to approve \$264,240 for the tax levy. Ms. Aldrich seconded and the motion passed unanimously. Mr. Molaro will draft a resolution and revised budget and give to Ms. Hospodarsky and Ms. Regalado for signatures on Monday.

### **Unfinished Business**

#### Renovations Discussion

Mr. Molaro did not communicate board decision to SRBL after 10/17 board meeting, saying he was out of town. Ms. Aldrich noted that no librarian now would inform the process. The board discussed interim director and interim library consultant, and costs. Ms. Hospodarsky will contact SRBL, explain situation, and ask for recommendation.

Ms. Aldrich moved to table the motion to approve Phase I of the architectural firm's bid, Ms. Hospodarsky seconded, and the motion carried unanimously.

### **New Business**

Ms. Hospodarsky asked for volunteers for Search Committee. Ms. Hospodarsky moved to elect Laurie Lenzini to the search committee, Mr. Barraza seconded, and the motion carried unanimously.

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

**Meeting adjourned at 11:14 pm.**