

REGULAR MONTHLY MEETING

HIGHWOOD PUBLIC LIBRARY BOARD OF TRUSTEES

Monday, February 20, 2012 – 7:00 PM

Adult Reading Room Conference Table

1. **Call to order**

Meeting called to order at 7:05 pm

2. **Roll call**

Trustees present: Lucy Hospodarsky, Mark Frye, Nora Loreda, Laurie Lenzini, Sue Atkins; Staff Liaison: Ferguson Mills; Volunteer: Kay Kelly; Staff: Jason Hilkovitch

Trustees absent: Jaime Barraza, Bertha Chavez

3. **Motion to allow Trustee Regalado to join the meeting via conference call**

Ms. Hospodarsky motioned. Ms. Loreda seconded. Motion carried unanimously.

Catherine Regalado joined via phone conference at 7:06 pm

4. **Public comment**

Judy Johnson spoke about her concern over the health issue of the bathroom due to the lack of hand-drying materials. Ms. Hospodarsky noted there is liquid Purell for sanitization. Ms. Hospodarsky suggested the B&G committee look into purchasing a hand dryer for the bathrooms. Ms. Lenzini has the item on the agenda for the meeting.

Ms. Kelly shared her compliments about the work put into the budget and the availability of the budget online.

Mr. Hilkovitch noted that the staff feel it is important for the board to consider some suggestions for a strategic plan: needs of the community - for example increase collection development to improve satisfaction of the library with regards to employment, education, and entertainment. Additionally, there are suggestions for cost-saving measures - look at alternate vendors, discontinue Baker and Taylor processing costs--to be done locally.

Barbara Amendola is interested in the remodeling/renovation process, but found it difficult to get information in a timely manner from the website via the meeting minutes posting. Ms. Hospodarsky noted that there will always be a lag of a month of posting minutes as they are approved in the following meeting and that the minutes are up to date of the last approval.

The suggestion box contained notes requesting more plants, more movies, offer coffee for sale, remove Wolf Team from computers, printed personal information from previous director

5. **President's report – Lucy Hospodarsky**

a. **Need for soliciting businesses for summer reading program prizes**

Ms. Knoepfle requested the need for businesses to offer prizes for the reading program. Ms. Atkins volunteered to help.

b. **Need for translator for summer reading program flyers**

Ms. Hospodarsky and Ms. Lenzini will search for translators.

c. **Lighting Project completion**

Final cost was \$577, down from \$1100 as the lights in the Youth room were not retrofitted, merely bulbs replaced and that was a deviation from the original cost estimate.

6. **Secretary's report – Catherine Regalado**

a. **Motion to approve meeting minutes:**

i. **Regular meeting January 16, 2012**

ii. **Special meeting January 25, 2012**

Ms. Hospodarsky moved to approve the regular meeting minutes from January 16th, 2012. Ms. Lenzini seconded. Motion carried unanimously.

Ms. Hospodarsky moved to approve the special meeting minutes from January 25th, 2012. Ms. Loredo seconded. Motion carried unanimously.

7. **Communication**

None reported.

8. **Staff Liaison Report – Ferguson Mills**

Monday, Tuesday, and Thursday nights have been hectic for staff with programs aimed at children. Ms. Lenzini noted that during one of her visits, she felt the staff were performing their duties well. It was suggested that Thursday night could use additional adult/teen volunteer time to help ease the burden of the staff. Ms. Amendola noted there are local citizens that might be interested in coming in.

The staff has shifted schedules to work around a staff member's emergency absence.

9. **Treasurer Report – Nora Loredo**

a. **Motion to approve the December 2011 P&L**

b. **Motion to approve the February 2012 Invoices**

c. **Motion to approve the Keyth Securities Invoice**

d. **Motion to approve the Treasurer's report (P&L, Balance Sheet, and Check Register as of January 31, 2012)**

e. **Reporting to the City – include the Dec 2011 P&L if approved**

Ms. Loredo motioned to approve December 2011 P&L with the change to Baker and Taylor to special projects. Ms. Hospodarsky seconded. Motion passed unanimously.

Ms. Loredo motioned to approve February 2012 invoices and Keyth Securities invoice. Ms. Hospodarsky seconded. Motion passed unanimously.

It was suggested that the P&L statement be made more public, either in house or via the website.

Reimbursement for gutter damage was put into the Miscellaneous Income line item for \$225.00 in the December P&L.

Ms. Hospodarsky motioned to approve the Treasurer's report for January 31st. Ms. Atkins seconded. Motion passed unanimously. Ms. Niles will pass on the packet and the December P&L to the City's Finance Director.

Ms. Kelly has brought in \$2567.81 for book sales since May 2011 to present.

10. **Librarian's report – Lucy Hospodarsky**

a. **Programming – K9 Reading Buddies of the North Shore Program**

The program is working and successful with many participants and interested families. We've partnered with Oak Terrace to find children to come read during the program. The program is free.

b. **Statistics**

Not generated this month.

11. **Committee reports**

a. **Technology Committee**

Mr. Knutson is working on the update for the shared server space (both locally on the computers and through the VPN for board members). It is important for board members to have anti-virus/anti-malware programs running for maintaining a safe computer and prevent contamination for the server. MyMediaMall is up and running, though underused. Ms. Kelly noted that it was challenging for her to use the service. The tech committee will look at educational options for patrons.

The staff recommends a physical inventory before migrating from Follett to Apollo. The estimated time for an inventory would be 75 hours, not including the time needed to cleanup the discrepancies between the inventory and the database. The board needs an individual to spearhead the effort to plan out the inventory project. Mr. Mills will talk to the staff about moving forward.

For PC reservations and print management, Mr. Knutson will demo the Libshield system so the staff can get a feel for the system. He wants to get a sense of two different programs before making a recommendation. There is a significant cost difference between the two software providers.

Board members will email Mr. Knutson about their operating systems and he will respond on how to access the VPN and server space.

b. **Finance Committee**

The committee is finalizing a revision to the budget for fiscal year 2012-2013 (May 1st - April 30th) to take into account the final tax levy amount of 223,000. The final budget will be up for approval at the next board meeting.

The committee has been looking at salary package for our next director and the library operating hours.

c. **Personnel Committee**

Mr. Mills has offered to take on additional duties in the absence of a director on a volunteer basis. The committee drafted an Interim Operations Manager job description from the director's job description, focusing on those duties that are managerial in nature.

A staff schedule for the fiscal year 2012-2013 was drawn up and showed that there were staff that would go over a 1000 hours. The committee discussed either hiring another staff member and/or reducing operating hours. Committee members will look at resumes on file for possible candidates.

12. **Old business**

Renovations committee - needs a committee chair

Ms. Atkins has expressed interest in serving as the committee chair. Suggestions for committee members should be made to Ms. Atkins and Ms. Hospodarsky.

13. **New business**

Motion to go out of order by Ms. Hospodarsky. Seconded by Lenzini. Motion carried unanimously.

a. **35th anniversary – How to commemorate?**

The board will start considering how best to commemorate the anniversary. The goal is to create an event to promote the library and the changes done and planned.

b. **ILA Small Business Association Grant**

Ms. Regalado noted that the former director was working with a state program and she and Ms. Atkins will continue the pursuance of the program.

c. **Motion to create an Interim Operations Manager position**

Ms. Hospodarsky moved to create the IOM position. Seconded by Ms. Lenzini. During discussion, Mr. Frye noted that this position should not alleviate the urgency in finding a director. Ms. Hospodarsky stated that the search can begin once the budget is finalized. Motion passed unanimously.

d. **Motion to approve Mr. Mills as the Interim Operations Manager**

Ms. Hospodarsky moved to appoint Mr. Mills as the IOM with the job description still in draft. Seconded by Ms. Lenzini. Motion passed unanimously.

Ms. Regalado left the meeting at 8:55 pm.

Motion was made to re-enter order of business. Mr. Frye seconded.

e. Motion to hire additional staff.

There is no recommendation from personnel committee due to lack of information.

f. Motion to change hours of operation

There is no recommendation from finance committee due to lack of information.

14. Adjournment

Ms. Hospodarsky moved to adjourn the meeting. Ms. Lenzini seconded. Motion passed unanimously.

Meeting adjourned at 9:05 pm.

Next regular board meeting – Monday March 19, 2012 at 7 p.m.