



AGENDA - REGULAR MONTHLY MEETING
HIGHWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
Monday, August 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 : Nora Loreda, Sue Atkins, Mark Frye, Lucy Hospodarsky, John Mitchell (Director) Present. Absent trustees: Berta Chavez, Laurie Lenzini, and Catherine Regalado**
3. **Public comment**
 - a. **Suggestion Box: Great book sale, please have more. Especially useful for children's books.**
 - b. **Kay Kelly wanted to congratulate the Search Committee and thank John for his service thus far.**
4. **President's report – Lucy Hospodarsky**
 - a. **Welcome New Director: The Highwood Public Library Board of Trustees welcomes John Mitchell, M.L.S. as our new, part-time director. He comes to us from the Poplar Creek Public Library in Streamwood, IL as the head of technical services, for five years. Prior to that he worked for five years at the Oak Lawn Public Library. Ms. Hospodarsky met with Mr. Mitchell last week to catch him up to speed on the workings of the library.**
 - b. **Thank you to parade participants: Ms. Hospodarsky wanted to recognize those individuals that were able to join the 125th Highwood Anniversary Parade. It was a success due to the great attendance.**
 - c. **Judy Broderick's Book Signing Event: Another success, and greatly attended was the August 3rd book signing and presentation for a local author and former library trustee, Judy Broderick.**
 - d. **Chamber of Commerce: Ms. Hospodarsky met with the Chamber of Commerce to inform them of the events taking place at the library to build relationships between our institutions. Ms. Hospodarsky would like Mr. Mitchell to attend a CoC meeting in regards to a grant from the Department of Commerce and Economic Opportunity to support small businesses. The grant provided us with materials for this purpose.**
 - e. **Transition off Summer Hours: School starts this week, therefore starting the close of the library on Fridays. Sundays will remain closed until Labor Day. Starting Sunday, September 9th, the library will be open from 1pm-5pm.**
5. **Secretary's report – Catherine Regalado**
 - a. **Motion to approve meeting minutes:**
 - i. **Regular meeting July 16, 2012 : Ms. Hospodarsky moved to approve the minutes. Ms. Loreda seconded. Motion carried unanimously.**

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6. Communication

- a. Thank you to Dal Ponte Interiors : Ms. Hospodarsky sent a Thank You note to Dal Ponte Interiors for their generous work on repairing several chairs at no cost. This work was done due to the initiative of staff member Wilma Lakin.

7. Staff Liaison Report – Ferguson Mills: none

8. Treasurer Report – Nora Loredo

- a. Motion to approve the August 2012 Invoices : Mr. Frye moved to approve the August invoices. Ms. Hospodarsky seconded. Motion carried unanimously.
- b. Motion to approve the Treasurer’s report for June 30, 2012 : Ms. Hospodarsky moved to approve the Treasurer’s report for June. Ms. Atkins seconded. Motion carried unanimously.
- c. Motion to approve the Treasurer’s report for July 31, 2012 : There was an item (UPS battery) listed under Operation Supplies (60601) that should be moved to Technology – Hardware (60703). Ms. Hospodarsky moved to approve the Treasurer’s report for July with the above change. Ms. Loredo seconded. Motion carried unanimously.

9. Librarian’s report – John Mitchell :

- a. Mr. Mitchell is excited to be here. He started by meeting informally with staff to find concerns and things that are working well. He noted everyone was very open and helpful. He will be holding a staff meeting in the next week or two.
- b. Part-time Children’s Librarian, Kindree Knoepfle, has accepted a position at a CPS library and her last day will be next week, pending a CPS strike.
- c. A part-time staff member resigned.
- d. Mr. Mitchell is considering the need of additional or replacement staff. He is looking to tap into internship possibilities prior to hiring staff. The direction and timeframe of renovations will impact some of these decisions.
- e. Mr. Mitchell noted that the City offers a deal for staff for life insurance and AFLAC health insurance to no cost to the library. He will investigate the interest of the staff for this.
- f. Nuestro Center had a program in Everts Park on Thursday and the library set up a booth with pamphlets for information. Mr. Mitchell and Jason Hilkovitch participated in this event.
- g. Statistics: Mr. Mitchell has been collecting information and is looking to improve the accuracy and quantity of information presented.
- h. Mr. Mitchell is working to have the K-9 reading program come for a special event in October.
- i. Susan Niles and Mr. Mitchell will be meeting in regards to the copier lease.

10. Committee reports

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- a. **Renovations Committee: the committee met to discuss some of the agenda items for Wednesday's special meeting.**
- b. **Finance Committee : will meet soon.**
- c. **Personnel Committee : will meet soon.**
- d. **Policy Committee : no updates.**
- e. **Building and Grounds Committee : will meet soon.**
- f. **Technology Committee : is meeting Wednesday prior to the special meeting.**

11. Old business : none

12. New business

- a. **Replacing light pole – city proposal : Two years ago, a snow plow hit a light pole at the front of the library. Ms. Hospodarsky has asked the city to replace this light. The city got a bid from Greco Lighting to install a new light. Buildings and Grounds will investigate alternative options and the need of such a light.**

13. Executive session : none

14. Action Items Coming From Executive Session : none

15. Adjournment : Ms. Hospodarsky moved to adjourn. Ms. Loredó seconded. Motion passed unanimously. Meeting was adjourned at 8:40 pm.

Next regular board meeting – Monday September 17, 2012 at 7 p.m.

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