

Highwood Public Library
Board of Trustees Meeting
Minutes
December 28, 2009

CALL TO ORDER

President Lisa Cervac called the meeting to order at 7:09 p.m.

ATTENDANCE

Present: Lisa Cervac, Catherine Regalado, Judy Broderick, Rebecca Marlowe, Bill Lolli, Marni Mans, Mary Tondi and Alison Aldrich.

Absent: Lucy Hospodarsky

WORKSHOP

- Meeting ending time is 9:00 a.m.
- Treasurer position vacated by Mary Tondi.
 - Rebecca Marlowe will fill the position.
 - Marni Mans will act as the clerk for meetings for the next several months.
 - Mary Tondi will type up the handwritten minutes received from Ms. Mans
 - Ms. Tondi will forward the typed minutes to Ms. Cervac for email distribution to the Board.
- State of the Library presented by Ms. Cervac
 - Walk through conducted to view the clean-up progress.
 - Weeding in the reference area could start within one to two weeks.
 - Ms. Mans is training staff on weeding. She estimates 4 hours to pull, decatalogue and put in the back. Shelving will need to be taken down and moved.
 - Library standard criteria will be used for determining which books will be taken down.
 - Staff will pick two mornings to start (Wednesday, Thursday) 10 a.m.
 - Ms. Mans will advise Ms. Cervac the days selected.
 - Clean-up will continue with the assistance of temporary workers.
- Director
 - Job description available
 - Research what organization should look like
 - How do we define what we need to be?
 - The director defines the type of library?
 - The board needs to decide the type of library based on community scans, circulation numbers, and economics
 - Revisions to job description in policies
 - #3 – review of director will be moved to organization
 - #6 – move to organization
 - #9 – all programs

- Add a new number – ensure staff maintains professional training
 - Attend regular annual training
 - Add a new number – actively pursues all grant opportunities
 - Break out number 4 – customer service
 - Other posting opportunities? Monster
- Insurance
 - Advantages for coverage under City policy are numerous
 - Mr. Lolli and Ms. Cervac spoke with insurance agent today
 - Price will come down approximately \$6-7,000/yr
 - Coverage will improve due to comprehensive nature of City's policy
 - All information is in hand now for a vote at next month's meeting
 - Vote in January to approve switch and send a letter to Vito
 - Meeting needs to be held for finance discussions with Mr. Lolli, Ms. Cervac, Ms. Marlowe and Ms. Mans
- Cookbook presented by Ms. Broderick
 - Monies will be out of fundraising
 - Ms. Tondi will help reach out to local restaurants
 - Ms. Marlowe was the additional signatory
 - Dedication pages? Suggestions – Al Pierantoni, military
 - Sherman Kaplan – critic – review food/books; contact to gain interest
 - Board needs to give Judy recipes
- Meeting dates that are holidays
 - MLK Day, 01-25
 - President's Day, 02-22
- Legal consultation fees
 - Bills will be paid if they are due prior to the next meeting
 - Needs from attorneys
 - Payroll - IMRF
 - Employee hire
 - By laws and policy review
 - Opinion letter may be an alternate method for communication between board and attorneys.
- Grant presented by Ms. Aldrich
 - State money requires there be a handicap bathroom for men and women
 - More research is needed to determine if Library can do this
- JANUARY 11 IS NEXT WORKSHOP
- Workshops will be conducted on first Monday of the month

ADJOURNMENT

Ms. Cervac adjourned the meeting at 9:39 pm.