

**Highwood Public Library Board of Trustees Meeting  
May 14, 2009**

Present—Trustees: Frank Lewin, Bill Koch, Catherine Regalado, Ellie Soldano, Manuel Martinez Librarians: Joan Retnauer (director)  
**Meeting called to order at 7:10 pm.**

**President's Report**

The President thanked the board for rescheduling the meeting. He introduced visitor Marc Pearlman and asked to enter Executive Session. Ms. Regalado moved and Ms. Soldano seconded to go into Executive Session.

**The Board entered Executive Session at 7:11 pm to discuss litigation.  
The meeting was called back to order at 8:08 pm.**

**Secretary's Report**

Ms. Regalado read correspondence from ILA describing a merger of its Friends and Trustees sections. Ms. Retnauer, an ILA member, will keep the board informed. Ms. Soldano moved, and Mr. Koch seconded that the minutes of the April 2nd, 2009 meeting be approved; the motion carried.

**Treasurer's Report**

- Ms. Retnauer mentioned that tax money doesn't arrive until July.
- Ms. Retnauer proposed that the balance of FY 2008-2009 funds, from book store staffing, be used for the 2009-10 staffing. In fact book store staff was paid from library staff funds because of payroll servicing. Ms. Soldano moved that the balance be transferred and Mr. Martinez seconded; the motion carried.
- Ms. Retnauer proposed moving the Friends of Library account from Lake Forest Bank to an Illinois Funds interest bearing account because there is no Friends group and the account wasn't earning interest. Mr. Koch moved this and Ms. Soldano seconded; the motion carried.
- Ms. Mans used new Quick Books software to prepare the March 2009 financial report.
- On staff review of city audit worksheets, audit figures don't match information the library provided. Ms. Retnauer is researching costs for the library to do its own audit.

**Librarian's Report**

The board reviewed the librarian's report. Ms. Retnauer highlighted some items.

- Summer reading clubs will have a magic theme.
- Circulation figures are being compiled for the annual report due at the end of month. There has been an increase in circulation and computer use. Because of reduced hours, the staff has been reduced by two (Grace and Kate).
- Mr. Kremzer is now willing to sell the rare book collection on commission. Ms. Retnauer additionally proposed that he staff the bookstore 5 days a week working on a 15% commission. Ms. Regalado is not in favor of this; Mr. Koch and Mr. Lewin also felt first focus should be selling the rare books on the internet. Mr. Koch asked that Mr.

Kremzer present a business plan to the board. Bookselling on Amazon requires start-up fees, so small profits can be eaten up by this.

- Mr. Koch inquired on the state grant, which has still not been repaid.

#### **Unfinished Business**

- Ms. Regalado had identified library policies that clearly needed updating. Ms. Retnauer does have the ~10 year old versions in electronic form. She proposed that she, Ms. Soldano, and Ms. Regalado update one policy at a time, working electronically, and present these to the board for review and approval for the per capita grant requirements.
- One waterproofing bid of \$2350 was obtained. The board recommended more bids. Ms. Retnauer has not been able to find another company. Ms. Soldano suggested Mr. Petrocelli. The sprinkler pipes have burst in the new YA room although the city claimed they'd been emptied. Mahoney would like to repair the system. If this was causing the water leaks, then perhaps waterproofing is not necessary.
- Ms. Soldano showed the plaque mockup and etching options she'd obtained for the Ori YA Room. The right tables are still not in the room. Ms. Retnauer will talk to Ms. Ori about a June 14th dedication date and will ask her whether the public or dignitaries should be invited to the reception. The plaque picture can be used for the invitation cover.

#### **New Business**

- The Preschool room will be discussed next meeting. The playhouse needs to be built and cannot be relocated once done.
- Ms. Regalado noted her term expires in May 2009. Ms. Soldano and Mr. Martinez also have terms ending 5/09. Ms. Regalado is concerned about the liability insurance coverage. Ms. Retnauer is gathering information on the building and collection value to obtain coverage. Mr. Lewin will wait for this before talking to the trustees and mayor about appointments.

#### **Programming Committee**

- The next Sherlock Holmes program will be at the end of May.
- The Current Events group can meet in the afternoons to accommodate the new hours.
- The board will send a letter to Judy Broderick thanking her for her board service.

Mr. Koch moved and Mr. Lewin seconded to adjourn the meeting.

**Meeting adjourned at 9:07 pm.**