

**Highwood Public Library Board of Trustees Meeting
September 19, 2011**

Present—Trustees: Alison Aldrich, Sue Atkins, Jaime Barraza, Bertha Chavez, Mark Frye, Lucy Hospodarsky, Laurie Lenzini, Nora Loredo, Catherine Regalado; Tony Molaro, Director; Kay Kelly, Building and Grounds/Renovation.

Meeting called to order at 7:05 pm.

Public Comments

Ms. Kelly wondered why more of the public don't attend meetings. Publicity at city council meeting, Facebook maintenance, and Friends group were discussed. There were no new comments from the Suggestion Box. The director said that previous month's comments on noise level of staff and children should be addressed by staff schedule and awareness, and headphones on children's computers.

President's Report

Ms. Hospodarsky broadly reviewed progress in renovation, policy, and technology.

Secretary's Report

The board reviewed the minutes from previous meetings. Mr. Barraza moved to approve the minutes of the August 15, 2011 regular meeting and September 6, 2011 committee of the whole meeting. Ms. Atkins seconded and the motion carried unanimously.

Communication

Library publicity should generally be handled by staff. Volunteers could help, and program organizers could possibly publicize own programs.

Financial Report

Ms. Loredo presented the financial report and details from Ms. Niles, and reported on two Finance Committee meetings. Committee had decided not to change the budget for items that are significantly different from original budget like maintenance and IMRF; Ms. Regalado and Ms. Aldrich requested reconsideration. Ms. Hospodarsky agreed that Finance committee would revisit a revised budget for October.

- Anonymous donation was awaiting tax status info before being deposited, now has been
- For named funds, Ms. Retnauer confirmed to Mr. Molaro that gift policy was not followed. There were oral agreements without written documentation. Mr. Molaro will inquire about history of Conway fund and comingling. Ghini and Skrinar funds will be transferred to endowment fund (higher interest, needing supermajority to spend) and Ori donors will be notified of this intention also.
- Director's renovation budget was reviewed. Conservative estimate is ~\$74,000
- Financial binder has been created.
- Ms. Zabriski from city is researching tax levy to ensure all library payments received
- Unemployment claim status was reviewed, and is included in budget under salaries.
- Mr. Molaro will cancel prevailing wage ordinance authorization with lawyers.

- Because annual state and federal costs to maintain a Foundation would be ~\$400, tax-exempt donations will be routed temporarily through Fund for Illinois Libraries
- Money will be transferred to the Reserve Account at end of FY 11/12.
- Current operating budget will be posted on website.
- Telecommunications switch to Comcast is almost complete.
- Financial reports have been requested by city.
- Gates grant is currently off-cycle, but timing should be added to board calendar. Mr. Molaro is also on library grants feed.
- Movie showing license has been purchased, and director intends to include movies in programming.
- Nothing was budgeted for cookbook sales though many cookbooks remain.
- Spanish language juvenile materials spending—staff will consult with Ms. Castro at Oak Terrace for Torneo de Libros/Book Match selections.
- To consider for budget revisions—unexpected donations, materials spending as a fixed percentage of budget

Ms. Hospodarsky moved to approve the August Financial Report, Ms. Lenzini seconded, and the motion carried unanimously.

Director's Report

The board reviewed the director's written report and statistics for the month of August.

- Computer use, gate count is up, though circulation is down.
- Cataloging complete so number of titles have increased
- There is now a backlog for reviewing children's books received from Lake Forest.
- Weeded items are now removed from system, but there are items in system not on shelves. Full inventory will be needed (3-6 months of hand scanning, ideally volunteer).
- The board had questions about September and a request for director and president to include up to date info and plans in reports. Statistics could remain on monthly basis.
- There have been story time changes. Pumpkin Fest programming is in the works for a joint tumbler program and pumpkin carving.

Committee Reports

Policy Committee (Ms. Regalado):

Committee meeting notes were reviewed and revised/new policies are under new business for approval. At a request from Oak Terrace principal, committee will next discuss internet based violent game that kids play on library computers.

Renovations Committee (Ms. Aldrich):

Ms. Aldrich circulated committee notes and two versions of old Melichar plan for the main room. The second had accounted for approximate number of books. She described long term and short term minimal investment (main room plumbing, shelves, carpeting) approaches.

- Mr. Harding from city building department had advised on some requirements. If renovations are below 50% of building value, sprinkler and ADA requirements are grandfathered. This means current bathroom layout would suffice.

- Melichar Architects does not recommend changing the old plan for main room substantially. This assumes using ~\$8000 shelving investment. Staff break room may be added.
 - Repairing and redoing main room bathrooms would be at least \$10,000 with pipe still under floor (though electrical could be added then). Adding bathrooms in current staff office is ~\$18,000.
 - Former bookstore space may not be worthy of investment. Two firms said that building 2 and back room add-on should be razed because too compartmentalized, at different floor heights.
 - One firm has estimated 6 weeks to develop a comprehensive plan using single key-community member focus group session. Some board members wanted to see comprehensive plan before proceeding with main room renovation. Others wanted to begin on main room renovation immediately.
 - Other firms have not provided cost to only design main room
 - 3rd library design bid has not been received, but will be prior to vote
 - Melichar bid to develop electrical and mechanical plans not yet received. Electrical cost unknown and could be substantial. Needed library consulting should be estimated and added to Melichar cost.
- Next COW meeting will be special meeting for voting on renovation items.

Technology Committee (Mr. Frye):

Mr. Frye reviewed Tech committee notes.

- Comcast is in, bandwidth expanded.
- Website items: service renewal considerations, staff maintenance responsibilities, guidelines, banner with new logo.
- Speakerphone limitations discussed
- Biblionix ILS timing January 2012, though MyMediaMall may be implemented prior.
- Constant Contact inquiries will be made, following up on test.
- Mr. Barraza is working on Google docs site and will offer board training.

Unfinished Business

Library logo online and in-house survey results were unanimous for first logo with H door. Ms. Aldrich moved and Ms. Hospodarsky seconded to approve the logo preferred by the public, with darker green color. The motion carried unanimously.

Ms. Hospodarsky moved and Ms. Lenzini seconded to table approval of Renovation Committee Plan until remaining bids are obtained, and the motion carried.

New Business

Ms. Barraza moved and Ms. Atkins seconded to appoint Mr. Molaro as FOIA and OMA officer. Ms. Regalado noted that board bylaws already assign these duties to the director, and didn't want to set precedent of separately approving items already in approved bylaws. Aldrich, Atkins, Barraza, Chavez, Frye, Lenzini, Loreda voted for, Regalado and Hospodarsky voted against, and the motion carried.

Ms. Aldrich left the meeting at 10:25 pm.

The Per Capita grant draft was reviewed and suggestions made to director.

Ms. Regalado noted that Posting of Agenda policy had not gone through committee, was inconsistent with most libraries, and asked that it be tabled for committee. Ms. Hospodarsky moved to approve the Sexual Harassment Policy, Collection Development Policy, Gift Policy, Gift Acknowledgment Letter, Customer Service Policy, and Unattended Children Policy. Ms. Atkins seconded and the motion carried unanimously. After discussion and corrections, Ms. Hospodarsky moved to approve the Fines and Fees Schedule, Gift Agreement Form, and Guidelines for Behavioral Performance of Reference and Information Service Providers. Mr. Frye seconded and the motion carried unanimously.

Ms. Hospodarsky moved to enter Executive Session to discuss personnel. Mr. Barraza seconded and the motion carried.

Executive session entered at 10:46 pm.

The meeting was called back to order at 11:58 pm.

Mr. Barraza moved and Mr. Frye seconded to adjourn the meeting.

Meeting adjourned at 11:59 pm.