

**Highwood Public Library Board of Trustees Meeting
July 26, 2010**

Present—Trustees: Alison Aldrich, Jaime Barraza, Bertha Chavez, Lucy Hospodarsky, Susan Niles, Catherine Regalado, Mary Tondi; Elsie Martinez (director), Marni Mans (assistant director); Bill Lolli (accountant)

Meeting called to order at 7:12 pm.

President's Report

Ms. Aldrich encouraged recruitment for the two open trustee positions. The term of Ms. Hospodarsky also expired though she will serve short-term. Board trustees must be Highwood residents, though residents from other cities can serve on committees. The Highwood Recreation Board has some non-resident members, so maybe the library could too.

Minutes

The board reviewed minutes from previous meetings. Ms. Hospodarsky moved to approve the minutes of the June 28, 2010 meeting. Ms. Tondi seconded and the motion carried. Ms. Hospodarsky moved to approve the minutes of the July 22, 2010 special meeting. Ms. Tondi seconded and the motion carried. Ms. Tondi moved to approve the minutes of the July 22, 2010 Executive Session. Ms. Hospodarsky seconded and the motion carried.

Financial Report

Library taxes are an item on July 27 City Council agenda. Mr. Lolli stated that in the past city paid taxes out in early June. The city has been sent 3 separate tax payments from Lake County and should have this money. Mr. Lolli believes the library is due more than \$120,000 at this point. Stephanie Hannon, city director of finance, told Ms. Mans an amount around \$109,000. Ms. Martinez will investigate calculation with city. Ms. Aldrich and Mr. Lolli will attend the special city council meeting 7/27 at 6:30. [Ms. Martinez will be introduced at 8/17 council meeting] Even if payout is delayed this one year, it is a bad precedent and not affordable next year after year of deficit spending. HP Library received tax payment from their city in early June. Library should request that future payments, including this year's 2nd tax payment, be approved by the city council at the first meeting of the month after it comes in. No discussion by council is needed because disbursement is a legal requirement. Appropriation Ordinance 10-11 is also up for voting/discussion and should have some contingency above budget. Amended appropriation ordinance for 09-10 is also on agenda. Ms. Aldrich noted library did not hear back about library budget information submitted in May or on request for more information about allocation to library of city overhead for work done by city for library.

The board reviewed the monthly financial report. Ms. Niles could work in Excel or QuickBooks to do this in the future. Mr. Lolli stressed this is an opportune time to improve and simplify reporting. Many accounts could be combined, but some should be further detailed, for example the salary line as base salaries, benefits, FICA, etc. With

new account structure should be written account definitions. Cookbook income is \$4000 out of \$14000 budgeted, and needs sales at local markets. 2 grants were included as income, and the \$12000 carpeting down payment was a noticeable expense. Mr. Barraza moved and Ms. Niles seconded to approve the June financial report plus IMRF reclassification for May. The motion passed unanimously.

There were no bills to approve. Ms. Aldrich will be added as signatory on bank accounts, joining Ms. Mans, Ms. Niles, and Ms. Martinez. Ms. Mans will transfer money into Director's account, will close DCEO account (14) as grant has been paid and used. Bookstore account should be closed and funds put into Fundraising account. Ms. Niles will inquire of bank who is signer on account [Ms. Aldrich recommends board business cards]. Account closure will be on next agenda. Director can spend with authority from multiple accounts; Director's account may not be necessary or could be combined with Convenience account. Reserve Fund may not be necessary. Mr. Lolli believes using IL Funds as checking account adds complexity. Account consolidation will be tackled by Finance Committee.

Librarian's Report

Ms. Martinez reported on her first 2 weeks.

- She arranged staff introductions and staff meeting. Ms. Tondi is attending staff meetings representing the Personnel committee.
- Ms. Martinez followed up with staff on the security incident.
- She had parking concerns. The city used to give free employee parking stickers to staff, but now is asking the library to purchase these. Staff claim police will not ticket apartment dwellers using library reserved spots. Private plows plow in rear doors in winter. Ms. Martinez will follow up with Anne Marrin at City Hall on parking and other city-related topics that arise in near term.
- Door locks are old and need replacement.
- Circulation system vendors have visited and provided quotations.
- Library lacks city council liaison currently. Ms. Aldrich will follow up.

Committee Reports

Ms. Aldrich reviewed committee procedures. First Monday of each month is standard committee meeting date; committees can meet during day or evening as members are able. All committees should keep minutes and send them to the rest of the board. Ms. Martinez will post agendas with items emailed to her or use a general one.

Finance: Will talk on Wednesday and meet August 2 during day.

Personnel: Ms. Tondi will circulate initial writeup of Ms. Martinez's job description and committee will meet August 2.

Policy: will meet with Ms. Martinez on the Personnel Policy, date TBD.

Buildings and Grounds: Ms. Mans reported that Studio 41 has agreed to a donation of sinks and faucets for the front bathrooms. Donation could be recognized via library

newsletter, website, window for specified time if substantial donation, or at unveiling. Mr. Barraza reported that the majority of Indiana bookshelves sold for \$675. Buyer wants more pieces but not whole units; board did not want to compromise ability to sell or give them away later, so buyer would have to take whole unit. City is fine to continue storing the ~12 units. Ms. Aldrich would like to begin selling metal shelves also. Borders shelves are still stored at vacant store. Decisions require plan and work with library consultant for usage questions and with architect (pro bono minor modifications only, payment for major changes to existing plan). Renovations may need project manager. Latest architectural plan for main room and children's room will be emailed to the board. Board is open to creative space for children's room and will get consultant feedback.

Programming: Committee needs board member but programming should be developed from inside the library. Ms. Chavez has an interest in after-school programs and was appointed to the committee. She commented on transportation and child care concerns for program attendees. Ms. Martinez will develop programming for when renovation is completed. Ms. Hanson may be available. Committee will meet in September and could meanwhile solicit specific programming suggestions from public using suggestion box.

Publicity & Outreach: Ms. Hospodarsky submitted library information for the new City of Highwood quarterly newsletter, and has already circulated 2 electronic newsletters. Cost sharing or an insert for the city newsletter may be possible in the future. She is working on publicity for Ms. Martinez's hiring. Ms. Aldrich had contacted Highland Park News about library events recently but they were not published. Ms. Tondi will work with Ms. Hospodarsky on Bridie McKenna's publicity for cookbook in mid-August. Cookbook should also be publicized ~ 2 Wednesdays at the Farmer's Market and at the Antique Fair; will need board volunteers.

Technology: Ms. Martinez researched 2 companies for circulation system-- SirsiDynix and Encore—and recommends new SirsiDynix small library program for cost effectiveness. Cost is within budgeted amount and includes service, training, and upgrades. It is a scaled version of software neighboring libraries and Ms. Martinez have used, so acquisitions and serials are omitted, for example. Current bar code usage, My Media Mall, tradeoffs for small library package, etc. will be further investigated and topic placed on the September agenda. Ms. Retnauer has not returned the Director's laptop or responded to repeated inquiries from Ms. Mans. An official communication will be sent her from the library including cost for reimbursement. Website calendar needs library to post future events for Book Club. Committee will not meet August 2.

Cookbook: US Bank donation needs to be acknowledged; possibilities include plaque, website list of donors, and newsletter.

Unfinished Business

- Mr. Barraza moved to spend up to \$1000 on a library consultant, to be determined between two candidates. Ms. Niles seconded and the motion passed unanimously.
- Website is already budgeted so tech committee can move forward with vendor.

- DVDs have been purchased but cannot circulate until policy developed, possibly mirroring Highland Park Library's.

New Business

- Ms. Aldrich moved and Ms. Hospodarksy seconded Susan Niles to be elected treasurer. The motion passed unanimously.
- Ms. Martinez/Library will be responsible for donation acknowledgments and may use the new stationery with logo.

Ms. Regalado moved and Ms. Tondi seconded that the board enter Executive Session at 10:05 pm to discuss personnel.

The meeting was called back to order at 10:35 pm.

The next board meeting is Monday, August 23rd.

Mr. Barraza moved and Ms. Tondi seconded to adjourn the meeting.

Meeting adjourned at 10:36 pm.