

**Highwood Public Library Board of Trustees Meeting
December 27, 2010**

Present—Trustees: Alison Aldrich, Jaime Barraza, Lucy Hospodarsky, Catherine Regalado; Susan Niles, bookkeeper; Public: Kay Kelly, Ferguson Mills Absent: Bertha Chavez

Meeting called to order at 7:13 pm.

Announcements

Ms. Lakin is in the hospital and Ms. Aldrich requested to send a gift from the Director's account.

Public Comment

Ms. Kelly asked about board composition: why so few members; whether a quorum; who has been approached to join. She acknowledged time commitment and wanted to see results including progress hiring director. She offered to help selling books.

Suggestion box comments were reviewed. Spanish language story time is being conducted by Ms. Doyle and will continue; will update website. There have been inquiries on continuing story time at The Bent Fork. Ms. Niles commented on customer service. If continued, will be one, not two sessions/day, and must decide on staffing and ability to check out books there.

Secretary's Report

The board reviewed the minutes from the previous meetings. Ms. Regalado moved to approve the minutes of the November 22, 2010 regular meeting with one date correction. Ms. Hospodarsky seconded and the motion carried. Ms. Regalado moved to approve the minutes of the November 22, 2010 Executive Session with one name correction. Ms. Aldrich seconded and the motion carried. Ms. Aldrich moved to approve the minutes of the November 1, 2010 special meeting. Ms. Hospodarsky seconded and the motion carried.

President's Report

Ms. Aldrich moved to change bylaws to return regular board meeting to 3rd Monday of month. Ms. Hospodarsky seconded and the motion passed. Ms. Regalado proposed setting a 2011 library closure calendar that mirrors that of Highland Park Library, and posting this for the staff and public. Mr. Barraza moved to adopt the discussed schedule, Ms. Hospodarsky seconded, and the motion passed.

Ms. Aldrich reviewed the new draft of FY 2011-2012 budget. Because the Board had not finalized the budget, Ms. Aldrich, in conjunction with the accountant and office manager, had to change the budget, decreasing the following lines: library furnishings, maintenance, and circulation system. These reductions had to occur because the previous draft would have spent more than the reserve. The budget must now be decreased

further because City Council voted to give \$217,000 rather than requested \$235,000, with 5.6% reduction on the EAV assumed.

Ms. Aldrich met with Mayor Pecaro to discuss the city's long range plan and implications to library renovation given consideration of moving city campus. The Library Board owns the library building and portion of parking lot; title should be found. Does it make sense to have a joint city/library multi-use building? Some business office functions could be shared with the city. She proposed using Richard Thompson as a consultant for library building, and for focus groups. Ms. Kelly recommended asking staff and current patrons what they want (for example, she knows they want more Spanish language newspapers). Ms. Hospodarsky noted importance of a current building assessment.

- Shelves from Borders were moved to the library. More shelves were moved than expected but moving cost was the same.
- Applications for director are accessible to the board.
- Ms. Niles reported that an employment agency has solicited business.
- Cleaning service quit, new person shadowed, should be hired with a temporary contract.
- Ms. Aldrich discussed hiring Richard Thompson to advise on restructuring, or on hiring librarian. Ms. Aldrich interviewed potential temporary librarian. Ms. Hospodarsky volunteered to serve on Search Committee.

Financial Report

Ms. Niles reviewed the Balance Sheet and Profit and Loss budget sent by Mr. Lolli.

- PODS charging now for POD rental as of Nov 23rd, \$100/month. Ms. Hospodarsky will look for donation email.
- Ms. Niles noted problems with reconciling Quickbooks and Balance Sheet, and the need to transfer funds to Payroll Account every other month. She went through new, clearer report format with donations, grants, and newly defined line items. Payroll will be set up for automatic withdrawal.
- Mr. Hilkovitch is ordering new adult books but no children's books are currently being ordered.
- Career Cruising free trial recommended by Ms. Niles.
- Additional signer for IL Funds account is needed
- City's auditor is coming Monday January 3rd. Mr. Lolli will attend in beginning. Some board minutes from past fiscal year are missing and will be obtained from Ms. Mans.

Discussion of Hiring Process for New Director

Personnel committee could narrow down candidates, who would be asked to make a presentation. Mr. Barraza noted need for staff to be involved. Ms. DiVito had recommended setting up a real world scenario to work with staff. Next board meeting could be used for interviewing.

Committee Reports

Programming: Will follow up with Bent Fork on story time.

Technology: Website active and populated. Consider test of Apollo/open source software given budget constraints. Email addresses needed for all staff, will work with Piper Mountain for this.

New Business

Wednesday January 5th is a staff/board lunch.

Ms. Regalado moved to enter Executive Session at 9:35 pm to discuss personnel; Ms. Hospodarsky seconded.

The meeting was called back to order at 10:32 am.

Ms. Regalado moved and Ms. Hospodarsky seconded to adjourn the meeting.

Meeting adjourned at 10:33 pm