

MINUTES
October 26, 2009

CALL TO ORDER

ATTENDANCE

Lucy Hospodarsky, Mary Tondi, Sarah Shelley, Catherine Regalado, Alison Aldrich, Rebecca Marlowe, Lisa Cervac, Corrie Wallace, Brit Isaly

APPROVAL OF MINUTES

Not necessary

COMMENTS FROM GUESTS

None

OLD AND NEW BUSINESS

❖ Meeting times and locations meetings

Tuesday, 10/27 @ 7:20 pm at City Council – bring community support

Thursday, 10/ 29 @ TBD pm at Library – Special Meeting for Executive

Session

Thursday, 11/5 @ 7:00 pm at Library – first meeting

ACTION: Alison needs to contact Mayor regarding moving up appointments in the agenda

ACTION: Lisa will remind Mayor about appointing Catherine for November

Necessity of addressing Council Tuesday evening –

Attorneys opinion: thank you but no more; do not discuss previous meetings; it is an appointment; do not mention what we want to achieve
Posting of Thursday Agenda on library door and at City Hall – time will depend on when appointment occurs

Call to Order and Roll Call

Vote in officers

Appoint board attorney

Executive session for personnel

Discuss director

Other items

Action taken from executive session for personnel

Review book sale

New business – Discussion and action on personnel matters that arise from executive session

Appoint board accountant – Bill Lolly

Direction to treasurer re bank account

Appoint committees

Review and walk through library

Adjourn

ACTION: Rebecca to edit agenda and send to Brit for approval. Marlowe will post after confirmation.

❖ Confirm Officers

- President – Lisa Cervac
- Vice President – Alison Aldrich
- Secretary – Rebecca Marlowe
- Treasurer – Mary Tondi
- Terms – Corrie Wallace, Lucy Hospodarsky, Lisa Cervac are one year terms;
- ❖ Appoint attorney
 - Ancel and Glick
 - Review fee structure \$180/\$190
 - Designate primary board member for communication
 - Lisa Cervac
 - Brief review of Open Meetings Act
 - Once we are formally a board we have a quorum. Stick with 48 hours notice and post at Library and City Hall. Conservative approach – don't email about board business. Writing a letter is not a meeting and an email is a letter. A meeting is a majority of a quorum with the public. If a quorum of us start emailing each other than it is in violation.
 - Email director is a possibility once in place
 - At the end of each email, say DO NOT RESPOND.
 - Committees are subject to a quorum rule. Same notice requirements – committee as a whole – break into smaller groups to discuss
 - Tax Levy-tabled
 - DO NOT PUT ON AGENDA THAT PUBLIC MAY SPEAK
- ❖ Review short task list
 - Comments done on list
- ❖ Appoint Friends of the Library president
 - Sarah Shelley
 - Email address: friendsofhighwoodlibrary@gmail.com
- ❖ Establish committees
 - Volunteers/Friends of Library – Sarah Shelley
 - Hierarchy for staffing
 - Budget
 - Personnel
 - Building and Grounds
 - Point of contact
 - Personnel – Lisa Cervac
 - Policies – Catherine Regalado
 - By laws
 - Budget and Finance – Mary Tondi
 - Building and Grounds – Lisa Cervac
 - Outreach/Publicity/Grant Writing – Lucy Hospodarsky, Margoth Moreno (Spanish community), Corrie Wallace
 - Oak Terrace Elementary School
 - Northwood Junior High School
 - Highwood and surrounding local community
 - Chamber
 - City
 - Technology – Catherine Regalado
 - Programming – Rebecca Marlowe

Children
Adult - Judy
Senior

- ❖ Review possible accountants
Bill Lolly – interested; \$40/hour
Hired!
- ❖ Personnel discussion
Discussion of issues regarding dismissal
Attorney – IL = employment @ will therefore, we can fire director; Brit has a sample severance agreement with 3-6 months pay plus release; Conservative approach to handle is to place on administrative leave with pay (suspension) – 30 days. Potential of termination is personal lawsuit based on issues that could arise based on the unknown – is there a contract? Is there a personnel policy? Is there a grievance procedure? Downside to suspension - prospective employment. Action can be taken during suspension – provide with a FOIA – 7 days to act – 7 days to respond
Three things attorneys need to know:
Expectation of a job, personnel policy or contract –
“Jackie” – brought in to replace Joan; interview to see what both knows
We need to investigate! **MUST BE DONE ON THE FIRST NIGHT!**
Give us your contract
Personnel policies to include grievance procedures
Receiving Benefits – payroll information from City?
Expectation of future employment
Location and inventory of rare books
Our meetings have been legal but they are not typical
Sarah Shelley to consider stepping in as a project manager if necessary
ACTION: Need staff schedule and list of employees
ACTION: During executive session on Thursday, determine who will speak with staff and what will be said. Following week (Monday or Tuesday), we may request the assistance of Phil Shelley to help with additional meetings with staff.
Lock changes – NO; Request turn in keys
Closing - tabled
Checking account signatures
Changed (Mary and Rebecca)
Indemnity bond for both
- ❖ Used book store
Book sale discussion-NO BOOK SALE (to pioneer press)
Meet w/staff re books and pricing
Attend sale?
Proceed with sale? – DELAYED
ACTION: Rebecca to provide Lucy with details and contacts for notice of cancellation of this sale AFTER Tuesday’s confirmation hearing.
- ❖ Discuss transition management of Library
Resume reviews – Carolyn

22 year resident

No relationship with City or Library; used internet at Library once other than that does not go to Library.

Left Lake Forest Bank in mid-2006 to work on her own; new management came in; and to take care of parents

Views of job at Library that she may be expecting – coordinating different tasks

Enjoys coming in and figuring out what needs to be done; enjoys brainstorming activities.

Solicitations from other communities for sponsorships may be a possibility – she has previous experience with several areas (Lake Forest, Lake Bluff, Highland Park, Deerfield, Mundelein, Vernon Hills and more).

Cold calls and use of previous contacts

Monetary donations – different levels

In kind donations

People to attend events

Raffle donations from local businesses

Event cost \$60K raised \$95K

Larry Lujack – Little Tommy – disc jockey, auctioneer

Additional non-profit experience

“Diamond in the rough” – Highwood; potential

People need to be involved and communicate

Free publicity – Forest in the Bluff interviewed her for magazine; advertorial for a national magazine for female owned businesses; websites to advertise with

Off hours for working is ok

Availability is ok now

Strengths are people management and organizational skills

Event planning in Highwood - Harvest Festivals in 2006 and 2007

Focus group organization for bank opening in Highwood – business owners, community residents, aldermen; managed ground breaking and grand opening event

Lake Forest Bank addition – managed publicity for opening and parties following

Monolingual speaker

References to be sent to Lisa

**Delay hiring someone until we are a sitting board

NSLS – needs a call back from Lisa regarding whether they are able to assist us in a search for an interim person to manage the library. Phyllis and Miriam were due back in November and may be possible candidates for the manager.

❖ Treasurer discussion

Mary Tondi

❖ Outreach to former board members

❖ Review agenda for Thursday meeting prepared by attorney

Alison’s comments attached

ADJOURNMENT