

**Highwood Public Library Board of Trustees Regular Meeting
July 15, 2019**

Present—Trustees: Barbara Cizek, Janell Cleland, Lucy Hospodarsky, Diana Joren, Laurie Lenzini, Nora Loredo, Catherine Regalado; Carmen Patlan, Director
Absent: Bertha Chavez, Patricia Lenzini

Ms. Hospodarsky called the meeting to order at 6:35 pm.

Ms. Chavez arrived at 6:43 pm

Ms. Regalado left the meeting at 7:05 pm after votes were taken.

Public Comments – None

President’s Report

Ms. Hospodarsky met with the director for an informal 6 month checkpoint meeting and to communicate the Board's satisfaction with performance and accomplishments. Director expressed satisfaction with Board relations and support.

Secretary’s Report

Ms. Hospodarsky moved to approve the minutes from the June 17, 2019 regular meeting and June 25, 2019 special meeting. Ms. Cleland seconded and the motion carried unanimously.

Communication

Ms. L. Lenzini complimented the library announcements on Facebook.

Ms. Patlan has used press release, Facebook, flyers to publicize Friends Book Sale.

Treasurer’s Report

Ms. Loredo presented the June financials and July invoices.

Ms. Hospodarsky moved to approve July 2019 invoices as listed in the Check Detail, Ms. L. Lenzini seconded, and the motion carried unanimously.

It was noted that 49% of tax revenues came in June (\$121,196); meeting room fees were above forecasted budget; Pay Pal donations coming in are directed to gifts and donations.

The president discussed the monthly financial review process. Ms. Hospodarsky, Patlan, Loredo, and Regalado are the key Board members in this process. The whole Board’s primary responsibility is the monthly approval of checks. After discussion, it was decided that the detailed budget discussion will occur at the conclusion of the meeting rather than during Treasurer’s report. Any board member is welcome to remain but not expected to.

Librarian’s Report

The board reviewed Ms. Patlan’s report and several items were highlighted.

- Plumbing work was successfully completed.
- Grant applications have been submitted and are waiting for response.
- In May 2020 the library will be the featured wall at HP Bank.
- Robotics Club meets every Friday and averages 10-12 young adults in attendance.

- On June 22 Ms. Patlan will meet with a focus group of middle schoolers to discuss the design and elements of a Young Adult Center that would attract them to the library.
- August 3 is the Know Your Rights presentation by the North Suburban Legal Aid Clinic.
- Friends of Highwood Library still need to recruit additional board members, including a V.P. Currently, there are 5 members, wanting to grow to 9 member board.

Committee Reports

Policy: committee will meet next week

Technology: met last month when Jim Knutson was in town and minutes provided to board

Finance Committee – still working on Annual Report

Old Business – None

New Business

The board discussed resolving the picture window leak and repainting in meeting room. Director is still waiting for communication from roofer, and will wait to repair paint until roof and tuckpointing issues are resolved. The need for additional sealant for one segment of roof to prolong life will be added to the B&G master plan. Ms. Patlan will follow up at this point on leak related items, and requested a B&G committee meeting.

Ms. Patlan reported on Mr. Knutson's investigation of surveillance systems with 6-12 cameras in key locations, and the purchase recommendation. This was not budgeted for but is an important item now. Ms. Regalado moved to spend up to \$2500 on hardware and installation of video surveillance system, Ms. Hospodarsky seconded, and the motion carried unanimously.

Ms. Patlan discussed director vacation time with the city manager, and they came up with an additional 5 days in lieu of comp time. President wrote a letter outlining the director's extraordinary contributions to date awarding this additional vacation. Ms. Cleland moved to award 5 additional vacation days to the director for a total of 15 days to be used within first year and moving forward. Ms. Hospodarsky seconded and the motion carried unanimously. President is tracking vacation with director.

Ms. Hospodarsky moved and Ms. Loredo seconded to adjourn the meeting. The motion carried unanimously.

Meeting adjourned at 8:30 pm.