

**Highwood Public Library Board of Trustees Regular Meeting  
June 17, 2019**

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

**Ms. Hospodarsky called the meeting to order at 7:13 pm.**

**Public Comments – None**

**President’s Report**

- Most FY19 annual reports are completed and posted to website.

**Secretary’s Report**

Ms. Hospodarsky moved to approve the regular minutes from the May 20, 2019 meeting. Ms. P. Lenzini seconded and the motion carried unanimously.

**Communication**

The director reported on communication received through email and suggestion box.

- Request for employment.
- A comment was left about drug dealing in the bathroom; the Director met with Highwood Police to discuss solution. There is a lot of general library activity on Wednesday market dates, including use of restrooms. Known drug activity in the parking lot has been deterred. Monitoring cameras (a trustee suggested Wyze) and surveillance signs will be discussed with technology consultant.
- Request for current FOIA contact.
- HP resident emailed concern about the number and placement of June pride displays.
- Current Events email distribution list was hacked – president has discussed with organizer.
- An anonymous suggestion mentioned concern over lack of D-Day 75th anniversary display. However, there was a display set up in the display case.

**Treasurer’s Report**

Ms. Loreda presented the May financials and June invoices.

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

- \$50 unemployment filing fee error not reimbursed by previous accountant.
- Questions from reports for treasurer/director follow-up: Christopher McBrien listed as vendor for book lease; \$156 miscellaneous income from this month; reclassifying 2 newspapers from Periodicals-Other to Periodicals-Adult; memo lines for tech items to specify what was purchased, not vendor (director to highlight item for accountant); Tech hardware and services will reflect in FY19 when one reclassification is complete.
- There was extensive discussion of bathroom plumbing issues. March plumber visit was rodding and televising 70’ (past T at 50’). Two May visits: first was rodding, only 40’ and was costly emergency/holiday visit plus cost of removing toilet from wall. This invoice was received. At second May visit rodding was through 90’, bill not received yet. Original

plumber came in today, televised and felt T piping the problem, should be replaced with a Y pipe, recommended to wait until backup and televise at that time to confirm issue. Original install question with GC/engineering was whether 4" piping was sufficient for auto flush toilets. President talked with Toji Engineering, and GC, Director talked with plumbing subcontractor (original plumbing owner now operating under a different company). Ravinia Plumbing had rodded the bathroom in 2017 for \$564 after new installation. Ms. Pat Lenzini will make calls with director 6/18 to understand responsibility/decisions. Ms. Loreda is investigating a third plumbing option.

- There is Paypal income for both library and Friends – both are eligible for tax-exemption. (170c for library). Director is acknowledging all donations. Donor info is being kept in Excel, but in future may purchase software. President creating a generic solicitation template.
- Friends account has ~\$600, mostly memberships

### **Librarian's Report**

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

- Kay Kelly donated plants and potted planters. Director met with her on library direction.
- Director recommends not offering non-resident cards.
- HP Community Foundation \$15000 grant proposal for youth mentorship will be due mid July. Ms. Cleland will assist, and described assessing shifting mind-sets as success metric.
- First Bank of Highland Park may partner on children's area upgrades and early childhood education.
- Will apply for Grainger Foundation grant to renovate YA area / YAC (Young Adult Center) and fund possible STEM programming.
- Have applied for Chicago Bears grant for Learning Partners funding.
- Other grants are planned to apply for general operating funds.
- Director has arranged furniture donation from Chicago including new chairs by fireplace.
- Library will be Cradles to Crayons donation site and have a partnership.
- Ms. Cleland's North Shore Unitarian Church selected the library for May 2020 share-the-plate donations.
- YA programming update: 14 kids learning robotics.
- Familysearch.org is suggested to fill ancestry.com identified need as funding not available
- DiVinci Painters repainted children's and YA rooms. A thank you was posted on library's Facebook page and article published in Landmark on their donation.
- Looking for volunteers for book sale in meeting room on July 27-28 10 am – 5 pm (Bloody Mary Fest) and also incentives/giveaways. Google doc for volunteer signups. Bookmark with new Friends logo to advertise sale.
- Staff have been trained on helping with Friends membership.
- Rosalind Franklin student project meeting will be rescheduled.
- Director spoke with city for library to be a motion detector camera site. City manager said they could not fund hardware. She will discuss with tech consultant and get pricing.
- Ms. Cizek will follow up with her volunteer to get project details on painting middle section of roof to prolong roof life.
- "Walk to Us" initiative beginning for Library as a school field trip. Kids get snack, story hour, backpack, and possibly library cards. An anonymous donor and Added Incentives Inc. underwrote backpacks, so 500 for \$100.

- Ms. Cizek and Ms. L. Lenzini met with city manager about leaking window space. Still awaiting city response on tuckpointing (on roof side, all mortar joints). Roofing should be covered under warranty and flashing should be recaulked. Director will call city personnel and email Modern Roofing.
- Director reported her training in Springfield was worthwhile. Some policies need to be reviewed and updated.
- There was discussion on use of comp time and tracking for vacation, and payroll implications with accrued vacation. President and director will review policies.
- Personnel update was provided.

**Committee Reports** – None. Some Annual Reports completed.

**Old Business** – None

**New Business**

- Ms. Hospodarsky moved to appoint Lucy Hospodarsky as President, Laurie Lenzini as Vice President, Nora Loreda as Treasurer, and Catherine Regalado as Secretary. Ms. P. Lenzini seconded and the motion carried unanimously.
- IPLAR report is in progress and will be completed by June 30.
- Plumbing issues were discussed earlier in meeting.
- Law has changed so adoption of prevailing wage annually is not necessary.
- There was the annual required consideration of offering library cards for a fee to non-residents/those in unincorporated areas. Ms. Hospodarsky moved to not offer library cards for a fee to non-residents, Ms. Regalado seconded, and the motion carried unanimously. Director will update RAILS.

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

**Meeting adjourned at 9:50 pm.**