

**Highwood Library & Community Center
Board of Trustees Regular Meeting – December 16, 2024**

Present—Trustees: Bertha Chavez, Janell Cleland, Lucy Hospodarsky, Nora Loreda, Paul Martinez, Jason Muelver, Nancy Pastroff, Catherine Regalado; Laura Ramirez, Director

Ms. Hospodarsky called the meeting to order at 7:01 pm.

Public Comments: None

President’s Report

Ms. Hospodarsky attended the staff holiday party.

Secretary’s Report

Ms. Hospodarsky moved to approve the executive meeting minutes of October 28, 2024 and the regular and executive meeting minutes of November 25, 2024. Ms. Loreda seconded, and the motion carried unanimously.

Communication

The Director received some messages from authors.

Treasurer’s Report

Ms. Loreda presented the November financials and December invoices. She will look for Technology Consultant invoices to come in by 1/6.

Ms. Hospodarsky moved to approve the December 2024 invoices as listed in the Check Detail, Ms. Cleland seconded, and the motion carried unanimously.

Director’s Report

Ms. Ramirez shared additional items to her written report:

- Building heat issue update: WB Olsen and B&G committee member worked on the electrical system with almost a dozen people. ComEd is prioritizing changing the transformer. The plan is to replace all VAV boxes. There were some changes so that some more rooms have heat, and thermometers are collecting data. Last Thursday was cold but staff figured out how to warm the building enough to open.
- There were a lot of mailing issues with the end of year appeal. Many thanks to the Friends who helped with appeal, envelope restuffing, and also with the staff day.
- Youth attendance is up with great outreach by HLCC librarian to HPHS and Northwood. There was excellent teen input when the muralist was hosted.
- Director reviewed interim strategic plan and received feedback from the Board. Ms. Cleland will help with revision and emphasize resilience. Will expand a bit more, include pragmatism, and challenges /lost time experienced as a result of Covid and renovation. Will target Board to approve in January.

Committee Reports

Finance: Committee met. Ms. Loreda and Ms. Pastroff will discuss internal controls with the Business Manager. Treasurer's bond coverage is being reduced per new state law. Audit is still not complete; Ms. Pastroff and Ms. Mitchell have been facilitating the work.

Building and Grounds: Committee met and discussed the two big issues of heating and front door. Door repair is significantly delayed as a warranty item rather than emergency. Committee is creating an inventory/ maintenance schedule, to be completed by March for budget planning.

Policy: Committee met and developed the new Building Access Policy in conjunction with the B&G committee, as well as discussed Personnel policy. The technology policies are still being reviewed. The ALA Suite of Policies is being moved to an annual December approval so that the Bill of Rights will have been approved annually prior to Illinois State Library certificate of eligibility for grants.

Old Business - None

New Business

Ms. Regalado moved to re-approve the ALA Policies: Bill of Rights; Code of Ethics; Core Values; Electronic Access; Filtering; Freedom to Read; Freedom to View. Ms. Cleland seconded to approve the 7 policies and the motion carried unanimously.

Ms. Regalado moved to approve the Building Access Policy. Ms. Hospodarsky seconded and the motion carried unanimously.

Ms. Regalado moved to make the single change in the Personnel Manual under paid time for Part Time employees. Ms. Cleland seconded and the motion carried unanimously.

The President will review and sign a contract extension related to Lake County funding of digital navigation program.

The Director talked with the Friends group about the Library structure moving forward, and will speak to them again in January after they have time to consider. There is a potential new Friends member to follow up with.

The Lake Bluff Fire Department is donating toys/presents Thursday at 4 pm, which will be given out in January, if any Board members wish to attend.

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

Meeting adjourned at 7:54 pm.