

**Highwood Public Library Board of Trustees Regular Meeting  
March 16, 2020**

Present—Trustees: Bertha Chavez, Janell Cleland (by phone), Lucy Hospodarsky, Laurie Lenzini, Nora Loreda, Catherine Regalado; Carmen Patlan, Director

Absent: Barbara Cizek, Diana Joren, Patricia Lenzini

**Ms. Hospodarsky called the meeting to order at 6:05 pm.**

**Public Comments** – None

**President’s Report**

- Reminded Board of upcoming Annual Reports for May and expiration of 3 trustee terms.
- Attended the Friends Group monthly meeting. Timing for fundraising training joint Friends and Board meeting is TBD, probably May.

**Secretary’s Report**

Ms. Hospodarsky moved to approve the minutes from the February 17, 2020 regular meeting and executive session, Ms. L. Lenzini seconded and the motion carried unanimously.

**Communication**

A Highwood resident inquired about loaner hotspots. School districts are responsible for this for their e-learning, and the currently-closed library has no mechanism to loan out. A request for homework help was responded to. The inquiry about Overdrive subscription was responded to.

**Treasurer’s Report**

Ms. Loreda presented the February financials and March invoices.

Ms. Hospodarsky moved to approve the March 2020 invoices as listed in the Check Detail, Ms. Regalado seconded, and the motion carried unanimously.

- IMRF had not been budgeted for staff member added, but money was available from other staff budget.
- Negative payroll account on Balance Sheet is a timing issue, not an overdraft.
- President will prompt City for PPRT payment.
- Book Standing Order spending will happen before end of FY.

**Director’s Report**

Ms. Patlan highlighted some items:

- HP Fire Dept. inspector met with director; remaining issues to be addressed in renovation.
- Though all library programming has been cancelled during closure, disappointing many patrons, no meeting room fees need to be refunded. Director will discuss with one instructor the option for continuing with e-Learning. Ms. L. Lenzini mentioned an option for video story-telling that some D112 teachers are trying, which Library might also be able to join.
- Director has been nominated to ILA Board of Directors. Time commitment is not yet clear. Highwood would cover travel expenses and this may need to be budgeted.
- Attendance figures will be added to “very successful” reports of events. Statistics report is now added in board packet. Census outreach, which has been strong, is really impacted by Covid-19; ice cream event will be rescheduled.

- Staff recommended purchase (\$80) of Museum Adventure pass for Highwood population. Previous director had cancelled this, so want to ensure it's well advertised.
- Library closing to public followed School Districts' lead on closing and will again on reopening. Staff shifts are staggered as normal as they work on projects. They are sanitizing material as it is returned. There was discussion of legal advice on paid sick leave for part time employees. Pay beyond 2 weeks is still being discussed at federal government level. Director will discuss with City Manager on their policy, and with other libraries.
- RAILS call discussed Open Meetings Act which requires a physically present quorum.
- City sent a letter about radio monitoring of fire alarm. Library, like City, will change to Keyth, connected next week, at a slight cost savings.
- Renovation project: Director has invited WB Olsen, a construction management company, and volunteer retired architect D. Wigodner, to educate the Board at April meeting about renovation next steps and various delivery models. Director will update City on progress as needed.
- Building and Grounds committee completed Master Plan for interior and exterior maintenance with timing and responsible persons.
- Next Generation state grant for Learning Partners was submitted.
- Waukegan Gang Intelligence Unit and Highwood detective trained staff and board.

**Ms. P. Lenzini arrived at 6:26 pm.**

### **Committee Reports**

Personnel: still plan to complete director evaluation.

Finance: met 3 different times, to review FY20 and FY21 budgets. Ms. Loreda is completing minutes. FY19 surplus was intended to cover FY20 planned deficit of \$17000. Additional expenses of \$2100 from roof work, security camera installation labor, and supplies related to increased programming, and other overages can be covered by FY19 surplus and by IMET liquidation fund payout of \$3600. Chicago Community Trust money has been transferred to library account from Friends.

Policy: Committee worked on 3 policies for approval, including new director-provided Pandemic Response policy. There was discussion on providing HepB vaccine to staff if exposed at work.

Buildings and Grounds: met and put together plan. Meeting again April 7; Clelands will attend.

Technology: added new member Andy Hamilton. Met to discuss FY21 budget needs for recommendations to Finance committee. New staff member for branding presence recommends additional money for improved website, which could be covered by donation. Tech consultant expanded wifi hours and range during closure. FY21 includes new hardware, faster internet. New wireless system quoted but unbudgeted. Kindle Fires to be returned and inventory timing TBD.

### **Old Business – None**

### **New Business**

Ms. Hospodarsky moved to approve the following policies: Bloodborne Pathogens, Pandemic Response, Disaster Plan. Ms. Regalado seconded and the motion passed unanimously.

Library Building Plan was covered in Director's Report. There was clarification that a Design Manager or Construction Manager is different from a GC for bidding purposes.

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

**Meeting adjourned at 7:50 pm.**