

**Highwood Public Library Board of Trustees Regular Meeting  
February 17, 2020**

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

Absent: None

**Ms. Hospodarsky called the meeting to order at 7:03 pm.**

**Public Comments** – None

**President’s Report** – The president reported that residents are asking her about rumors of library’s future. She has encouraged interested residents to join the Friends group and become volunteers. The D112 dual language parent group might be a venue to speak about library and dispel rumors.

**Secretary’s Report**

Ms. Hospodarsky moved to approve the minutes from the January 20, 2020 regular meeting and executive session, Ms. L. Lenzini seconded and the motion carried unanimously.

**Communication**

A Highwood resident requested Overdrive subscription. The director will respond that Highwood did subscribe to this for many years but it was underused and deemed too expensive for our limited budget so an alternative e-book access was purchased. There was discussion on using reciprocal privileges at other libraries.

**Treasurer’s Report**

Ms. Loredo presented the January financials and February invoices.

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

- Will begin using class codes to track grants, with materials/salaries to be listed. A separate grant report will be included in Financial reports. Memo lines will be more descriptive for grant payouts. e.g. promotoras.
- Finance committee will look into whether IMRF was budgeted for an added staff member, or why it tracking higher than budgeted.
- Utilities higher than budget is related to irregular NSWRD billing.
- Treasurer will verify with IMET and accountant that there should be only 1 IMET account.
- RAILS – Census expenses will be classified under contractual

**Director’s Report**

Ms. Patlan highlighted some items from her report and shared additional information.

- A second squirrel entered building and was removed.
- HP Fire Department rep conducted annual inspection and will return for a clarification meeting with director.
- A video of a juvenile fight was posted to Library/Friends Facebook, saying not to come to library, although this did not happen at library. Director described handling of situation.

- Director has arranged for a Waukegan police officer to train staff on dealing with gangs on 3/2. Board is also invited to attend.
- Director's report now includes a grant receipt summary at the end.
- Director shared her final slide deck from pro-bono architect on planned renovation. A draft budget was created with help of volunteers- a retired architect and a contractor - and includes contingency line. This is a tool for the capital campaign seeking grant/foundation monies. The final renovation plan still needs to be vetted by board.
- 3 events are scheduled to promote 2020 Census: March 7 coffee - 1:30-4 pm; March 30 ice cream social 4-8 pm; April 25 4-8 pm. The last will also be Day of the Child celebration, held at Rec Center, and board is asked to supply refreshments and volunteer. Census will open mid March.
- Library is collaborating with the school district on video showing "We Count" signs.
- D112 is allowing Oak Terrace and Northwood to distribute paper flyers for library events.
- Director has large Census posters. Ms. Chavez is taking one for Fenix Clinic. There was discussion on other locations. President will follow up with director on posting at Bocce Club and having a traveling poster including at St. James or Rec Center. Ms. P. Lenzini will check into outdoor options including community board and city entry points.

### **Committee Reports**

Personnel: committee met and finalized director evaluation.

Finance: committee met once and will meet again 2/20 to review budget as FY winds down.

Policy: committee met and revised policies for approval per review calendar, adding new guidelines for gifts and donations. Director has since revised the Meeting Room policy to clarify that use must be non-partisan, due to election year requests to use for phone banking.

Buildings and Grounds: had to cancel meeting and will meet soon.

### **Old Business – None**

### **New Business**

Ms. Regalado moved to approve the following policies: Gifts and Donations, Soliciting and Selling, updated Meeting Room Policy, and Records Retention. Ms. Hospodarsky seconded and the motion passed unanimously.

After semi-annual review discussion Ms. Regalado moved to retain current status of executive session minutes, Ms. Hospodarsky seconded, and the motion carried unanimously.

**Ms. L. Lenzini left the meeting at 8:44 pm**

Ms. Regalado moved and Ms. Hospodarsky seconded to enter Executive Session related to 5ILCS 120/Sec 2(c) 1- personnel matters. The motion carried unanimously.

**Executive Session entered at 8:45 pm.**

**The meeting was called back to order at 9:09 pm.**

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

**Meeting adjourned at 9:09 pm.**