

**Highwood Public Library Board of Trustees Regular Meeting
December 18, 2023**

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

Ms. Hospodarsky called the meeting to order at 7:04 pm.

Public Comments – None

President's Report

- Ms. Hospodarsky surveyed the board on colors to be used for the new logo and letterhead; board agreed current colors will work for letterhead, with possibility for other colors or monochrome for special events/seasons. The new logo was printed on T-shirts for opening event. Friends group will adopt a derivative of this logo with Friends. It was noted "&" should be on its own line so it matched the color scheme on the H.
- President felt the grand opening events were very successful. She arranged for Ms. Patlan to receive a commemorative book. Both Ms. Hospodarsky and Ms. Patlan were recognized by the Mayor and City of Highwood each with a day proclaimed in their honor. Mr. Wigodner and Mr. Hamilton also received plaques recognizing their exceptional volunteerism.
- She attended the recent staff holiday party. There Ms. Cleland presented Highwood-based business gifts to all the staff.
- Founders' plaques will be installed this week – board walked about and decided on vestibule.
- Documents have been received from city lawyer on library organizational structure.
- President, Ms. Pastroff, and the library's business manager met with an accounting firm as they are searching to engage one for oversight.
- At January meeting there will be a discussion on committee membership. Bylaws have some descriptions and more detail can be given. Community members can be committee members. This could help B&G if a community member is able/willing to do monthly maintenance.

Secretary's Report

Ms. Hospodarsky moved to approve the minutes from the regular meeting of November 27, 2023, Ms. Cleland seconded, and the motion carried unanimously.

Communication

- Festive cards were received from several connections. HLCC may send cards next year.

Treasurer's Report

Ms. Loredo presented the November financials and December invoices.

The following items were discussed:

- \$1900 was charged for professional construction clean under regular maintenance, not grant. This will be reimbursed by WB Olsen.
- Should be adjusting dental and vision lines so there is not a balance.

- Shelving disposal and dumpster rental were charged to Operations because these construction costs are not grant reimbursable.
- \$12,000 in Equipment for Today's Business Solution was charged to renovation budget for technology and is not an annual cost.
- There are additional hours in December for cleaning.
- Director is confirming that vacuums, bike racks were reclassified from Grant Renovation Technology to Grant Renovation Miscellaneous.
- 2 checks added to register – one was a re-issue.

Ms. Hospodarsky moved to approve the December 2023 invoices as listed in the revised Check Detail, Ms. Regalado seconded, and the motion carried unanimously.

Director's Report

Ms. Ramirez commented on several items from the report.

- Many items in report related to installation of new technology. Visiting technology consultant has been critical to the work.
- FOIA email address was created, with Diana/Rebecca/Laura responsible for checking.
- Director thanked Mr. Martinez for his quick response on hot water issue.
- Policies committee worked on procedures. On 11/30 and 12/1 police attended training to discuss partnership and roles. There has been extensive training on all new procedures and technology systems
- Ms. Wigodner officially retired on Friday, and will work behind the scenes through the end of the month.
- Some solutions were discussed to the 2 circulation desk positions not yet been filled.
- Staff is determining how to fit all classes in the building. Meeting rooms and study rooms are not yet ready for public use.
- Counseling is currently offered only in-house. Staff is investigating expanding to telehealth to address space issues. It is unknown whether clients would be comfortable with this, and current insurance does not allow this to be offered.
- There is a strategic plan training session offered via Kellogg.
- HPPL is offering new services and a HLCC employee was hired there. Board would like a good relationship and an understanding of the two libraries for the strategic plan.
- Ms. Ramirez will present the strategic plan proposal already received at January meeting and look for an additional proposal.
- Ms. Ramirez has been called to jury duty 1/16.
- Zumba will continue offsite because it is too noisy- held either at Highwood Rec Center or St. James.
- A community member suggested offering music classes.
- The Lake County Community Foundation may be a source for 2 Highwood residents to volunteer, and potential board members.
- The Patch carried an article on the grand opening, but there was no coverage in the Chicago Tribune/affiliated publications, which is disappointing. Director will investigate.

Committee Reports

Policy: Two policies have minor changes at Director request. Committee worked on Emergency Response procedures after last board meeting and provided to Director after last board meeting.

The committee meets Wednesday regarding several items including the personnel policy. It should be adopted for the new calendar year, adding similar language to the City for the Paid Leave for All Workers Act (PLAWA). Ms. Ramirez chose option 3 from HRSource language (standardized period using accrual method). Health Equity staff guidelines should be included for interactions with minors. Once all changes are made, will have legal review of entire document, then board approval. It was suggested to get a second legal review quotation via Mr. Coren.

Board approved the ALA Bill of Rights in October, so is in compliance with new requirement from Illinois State Library to receive a Per Capita Grant next year that we do that, or adopt something similar related to censorship.

Old Business

Quote for increased errors & omissions insurance coverage is still outstanding but there has been activity.

New Business

New state law takes effect January 1 for the PLAWA. Ms. Regalado moved to approve the Personnel Manual with only the change adding Paid Leave for All Workers Act language, using HRSource-provided language for a standardized period using the accrual method. Ms. Hospodarsky seconded and the motion carried.

Ms. Regalado moved to approve revised FOIA and Patron Code of Conduct policies. Ms. Loredó seconded and the motion carried unanimously.

Discussion on B&G initiatives (asset inventory and creation of maintenance schedule) was tabled.

There was discussion on staff training on January 26. Initial training did not include CPR and First Aid. Ideally entire staff can train together. 1/26 is a D112 early release day.

Ms. Hospodarsky moved to allow a 1 hour delayed opening on Jan 26 to allow staff to do CPR training if alternate options not available. Ms. Cleland seconded and the motion carried unanimously.

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

Meeting adjourned at 8:57 pm.