

**Highwood Public Library Board of Trustees Regular Meeting
May 18, 2020**

Note: meeting was held via Zoom teleconference due to Illinois Stay-at-Home order.

Present—Trustees: Bertha Chavez, Janell Cleland, Diana Joren, Lucy Hospodarsky, Laurie Lenzini, Nora Loreda, Catherine Regalado; Carmen Patlan, Director; Community members Kay Kelly, Paul Martinez, Janet Wigodner, Jason Muelver, Diana Guerrero
Absent: Barbara Cizek, Patricia Lenzini

Ms. Hospodarsky called the meeting to order at 7:05 pm.

Ms. Cizek joined the meeting at 7:06 pm. Ms. P. Lenzini joined the meeting at 7:08 pm

Public Comments – None

Introduction of Trustee Candidates

Current trustees all introduced themselves. President thanked outgoing Vice President/board member Laurie Lenzini, who is stepping down as she moves from Highwood but will still volunteer. Diana Guerrero, Paul Martinez, and Jason Muelver introduced themselves to the board as candidates.

President’s Report

- President thanked two retiring trustees. Ms. Joren will not be renewing her term.
- Trustees Hospodarsky, Cleland, and Regalado attended RAILS trustee webinar. There was discussion of COVID-19 impact on tax revenue amounts and cash flow. IMLS is researching virus survival on material surfaces, with results expected in June. It’s important to communicate to the public the library activities still continuing, and that the library is more than a building. Director will send webinar recording link to trustees.
- President updated city manager and mayor on library activities and budget.
- Director evaluation was conducted and final document will be forwarded to board.

Secretary’s Report

Ms. Hospodarsky moved to approve the minutes from the April 20, 2020 regular meeting and May 4, 2020 special meeting, Ms. P. Lenzini seconded and the motion carried unanimously.

Communication: A patron was connected to homework help program.

Ms. L. Lenzini left the meeting at 7:30 pm.

Treasurer’s Report

Ms. Loreda presented the April financials and May invoices.

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

- \$2592.63 in PPRT was received, including prior year amounts owed, as determined by audit.
- March 2020 paid legal services will be documented in shared drive folder.
- Finance committee will review final FY20 spends at next meeting when invoices received.

- Board reviewed updates to the FY21 tax levy budget which was originally passed in October 2019. City Finance Director consulted on different scenarios based on possible property tax underpayments up to 5%. Library is in good position with operating budget and current reserves in spite of new property tax installment plan. This is helped by a \$10,000 grant for operations from the Chicago Community Foundation - Latino Endowment Fund. Still also have Reserves Fund.
- New budget is appropriate for current library use as shown by statistics, with expanded programming and a marketing consultant. It will allow library to provide more resources, and help staff pay approach minimum wage. A 3 year plan is still in the works to present to the city. Director feels this budget is sustainable. The Friends of Library Board group is crucial in helping to meet the budget. The best practice guidance of 12% of budget on material purchase is not met, but it is hoped to supplement materials with grant money. Ms. Patlan and Ms. Wigodner will revisit materials line items so there is no net budget change for Junior Library Guild minimum spend increase of \$1000.

Director's Report

Ms. Patlan had submitted her annual report and highlighted some items from the monthly report:

- Next few weeks will be very busy with intense construction grant application process. If library is successful in this application we can look forward to a new library.
- Director is participating on weekly RAILS call.
- 62% Highwood Census self response so far with hope for increase when enumerators begin.
- 800+ people received food and meal kits by partnering with Curt's Café and Roberti House.
- As indicated in annual report, circulation numbers and visits are going up. Good procedures and policies are being implemented in the library thanks to Ms. Wigodner.
- Close to \$200,000 in grants raised for library, and hoping for repeat grants. Director's Annual Report will be sent to city officials and posted on website.
- Statistics report (missing months at column tops) doesn't show large increase in use of electronic resources. Not clear why that is, though some may be using reciprocal privileges at HP Library. Electronic resources use should increase as summer reading begins.
- Discussion of publicizing activities. New website will help. A message will go out in the next month including summer reading, but email distribution list needs expansion.
- New website to be up by June 1. In the meantime, annual reports will be posted to current.
- Library is being featured on First Bank of Highland Park social media but planned wall feature shifted to August 2021.

Committee Reports/Review of Annual Reports

Finance: previously covered

Buildings and Grounds: Annual report posted. Design of front garden donated by Scopolletti. Plants needed as donations, mostly perennials, and may be a phased project.

Personnel, Technology, Policy: Annual reports posted.

Old Business – None

New Business

Ms. Wigodner presented the COVID-19 documents, created based on information from RAILS and other libraries. The emergency personnel policy covers new benefits enacted under CARES

Act. Staff will receive policy and training at Wednesday staff meeting. The new HPL COVID-19 response and service plan describes phased reopening. Current projection is staff in building June 1, curbside delivery June 15 or earlier, depending on neighboring libraries. There was a question about needing plastic screens at checkout, which could be installed by Mr. Knutson in June. An infographic for staff members will guide possible responses to exposure. Staff/director/board should follow A/B shifts to minimize exposure and risk to small staff.

Ms. Hospodarsky moved to approve the COVID-19 Emergency Policy/Personnel Policy. Ms. Regalado seconded and the motion carried unanimously.

Ms. Hospodarsky moved to approve the HPL Temporary Policy Adjustment due to COVID-19. Ms. Regalado seconded and the motion carried unanimously.

Ms. Hospodarsky moved to approve the revised FY21 budget as presented, Ms. Cleland seconded, and the motion passed unanimously. Ms. Hospodarsky will send approved budget to the city. New budget will have furniture purchases, equipment purchases as renamed line items.

Grant submission update: Architect design group has been meeting with library staff/volunteers to generate preliminary design for the grant application; this can be modified by board during first phase of project. The various required testings and certifications are in process; we have plat and do not need title.

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

Meeting adjourned at 9:03 pm.