

**Highwood Library & Community Center
Board of Trustees Regular Meeting – May 18, 2026**

Present—Trustees: Bertha Chavez, Lucy Hospodarsky, Nora Loreda, Paul Martinez, Nancy Pastroff, Catherine Regalado; Laura Ramirez, Director
Absent: Janell Cleland (joined as non-voter by phone); Jason Muelver

Ms. Hospodarsky called the meeting to order at 7:00 pm.

Public Comments - None

President’s Report

A new trustee application has been submitted to the City. Ms. Cleland has identified another board candidate for the future. New appointments and term renewals will all be done at the same City Council meeting, possibly June 2.

Mr. Muelver joined the meeting at 7:02 pm.

Secretary’s Report

Ms. Hospodarsky moved to approve the April 27, 2026 regular meeting minutes. Ms. Loreda seconded and the motion carried unanimously. Committees should ensure their minutes are on the shared drive and these will be replaced on the HLCC website in an accessible format.

Communication

The Director responded to a FOIA request about meeting space and videorecording procedures.

Treasurer’s Report

Ms. Pastroff presented the April financials and May invoices.

- PPRT was lower this year than budgeted, and this is reflected in next budget.
- EA memo item updated to Capital Needs assessment.
- Refunds received for overdraft fee and other minimum balance fee.
- Dawn Sheree coaching fee is for Director support moving forward.
- Director will investigate ways to advertise notary service available at HLCC.

Ms. Hospodarsky moved to approve the May 2026 invoices as listed in the Check Detail, Ms. Pastroff seconded, and the motion carried unanimously.

Director’s Report

Ms. Ramirez highlighted some items:

- Exciting statistics for year summary: while a 7% decrease in library visits for entire year, visits rebounded in April. Increase in both resident and non-resident library cards. Increase in physical and electronic material lending. Libby will be added to Hoopla as another electronic option. ILL statistics show that we are maximizing collection. Computer sessions number and total minutes increased.
- For Adult Services, ESL basic and intermediate sessions increased, Spanish conversation groups increased, and digital classes significantly increased.
- For Children’s Services, the 0-5 age range has hugely increased in attendance. Ages 6-11 attendance also increased, both in programming and self-directed.

- For Teen Services, the number of programs increased and attendance.
- For Health Equity, case management sessions have increased. There has been a decrease in individual counseling and support group attendees. The waiting list is indication of need.
- Digital Navigation increase over last year is enormous.
- Overall information should be shared with staff so they see the comprehensive HLCC performance.
- 21 staff and contractors participated in the Paint and Sip, supported by the Hunter Family Foundation.
- A \$50,000 anonymous grant was received April 30.
- The door count in April was highest since July 2025 (excluding voting). Traffic and timing monitored to determine if we need to adjust hours via the strategic plan.
- Dia de Nino programming and Astronomy Under City Lights program were popular.
- Saturday afternoon knitting program adds to existing crochet program.
- 297 laptops and 15 tablets have been distributed to community members under Digital Navigator program.

Committee Reports

Finance: met immediately before. City auditors have all HLCC material and hope to finalize soon. A contracted counselor has been budgeted for using an anonymous grant.

Policy: Committee met several times to discuss Meeting Space policy and procedures, especially related to the Community Room and Meeting Room B. For clarity on public reservable spaces available the term study room will be discontinued. Mr. Muelver suggested using “registered participants only” on signage for library sponsored classes in progress. The Art Policy was also discussed and changes suggested.

Building and Grounds: Committee will meet June 1.

New Business

Ms. Regalado moved to approve the Art Policy as amended. Ms. Pastroff seconded, and the motion carried unanimously.

Ms. Regalado moved to approve the Meeting Space Policy and Procedure as amended, Ms. Hospodarsky seconded, and the motion carried unanimously.

Ms. Hospodarsky moved to nominate the slate of officers for the Executive Board as presented: Lucy Hospodarsky, President; Janell Cleland, Vice President; Nancy Pastroff, Treasurer; Catherine Regalado, Secretary. Mr. Muelver seconded and the motion carried unanimously.

Ms. Hospodarsky moved to approve the early voting and voting day contract, Ms. Loredo seconded, and the motion carried unanimously. This includes 15 days of early voting plus the voting date of November 3rd. Board is asked to volunteer.

Ms. Regalado moved to approve the Libby contract contingent on any additional fees being determined as reasonable by the Director. Ms. Hospodarsky seconded, and the motion carried unanimously.

The Board reviewed Board Member Standards for Service. As new board candidates are coming forward and asking about what the commitment involves, the President created this document setting forth expectations. Board members were supportive of the document. It was noted that a Board liaison to the Friends was needed. This could be a rotating duty. Ways to support the Friends group were discussed. Trustee training programs count for trustee education and library advocacy should be undertaken at the state level.

The Board reviewed and discussed Illinois Public Library Standards: Building & Grounds. It was noted that Meeting Room C is not open to the public. An inventory is not required for insurance. Technology inventory is current, and can be the domain of Technology Committee. There are records of new purchases. A volunteer has been identified to inventory fixtures and digitize maintenance documents. Knox box key is current.

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

Meeting adjourned at 8:42 pm.