

**Highwood Public Library Board of Trustees Regular Meeting
December 19, 2022**

Present—Trustees: Bertha Chavez, Janell Cleland, Diana Guerrero, Lucy Hospodarsky, Paul Martinez, Jason Muelver, Catherine Regalado, Lorena Victorica; Carmen Patlan, Director; Laura Ramirez, Associate Director; Friends members Andy Hamilton and Erin Connelly
Absent: Nora Loredo

Ms. Hospodarsky called the meeting to order at 6:06 pm.

Public Comments

Erin Connelly, incoming President of the Friends group, introduced herself. The board welcomed her and also thanked outgoing President Andy Hamilton for his massive contributions to the library's future.

Ms. Loredo arrived at 6:09 pm.

President's Report

- Ms. Hospodarsky hosted the library staff holiday party.
- Several board members attended the Oak Terrace reading night. Ms. Victorica represented the Library and the Friends. She made recommendations for next year to eliminate confusion between the Friends discount card and the library circulation card, and to engage families with a craft or slide show.

Secretary's Report

Ms. Hospodarsky moved to approve the minutes from the November 28, 2022 regular meeting and Ms. Guerrero seconded; the motion carried unanimously.

Communication: None

Treasurer's Report

Ms. Loredo presented the November financials and December invoices.

Several items were reviewed:

- Property tax receipts are \$3400 lower than 100% due; collections are ongoing.
- The \$120 in Other Bank Fees represents 2 months at \$60 charged by former payroll company because of delayed change paperwork - Ms. Hospodarsky is following up to see if refund is possible.
- The cost for blinds for mini library was placed in office/library supplies because they are temporary and only for during construction.
- There were 2 service charges for \$7.35 each on money market account because it was erroneously set up for paper statements. These will be reversed and statements will be electronic.

Ms. Hospodarsky moved to approve the December 2022 invoices as listed in the Check Detail, Mr. Muelver seconded, and the motion carried unanimously.

Director's Report

Ms. Patlan and Ms. Ramirez noted a few items from the written report:

- A lot of social meeting activity related to the groundbreaking event.

- Patrons are getting used to the mini-library. After hours events for teens and pajama reading nights are very popular. Adult literacy classes also going well.
- There has been some misinformation circulating in the community/on social media about funding from the HP Community Foundation Victims Fund for Fourth of July. 90% of funds raised went to victims who fell within criteria set up by Foundation; 10% went to organizations such as the library. The library was never to distribute funding it received directly to victims; rather it is using the money to fund mental health services.
- Director and associate director will be on vacation from 12/21, back on 1/3 and 1/9 respectively. Ms. Wigodner will be main contact at that time. A staff member on leave will return on 1/3 to working remotely.

Ms. Ramirez provided a construction update: Demolition is nearly complete. Dumpsters are full of carpet and other removed items. There will be new mechanical and sewer systems, and the floor is being cut to resolve existing plumbing issues. Walls are being framed. Ground will be broken for addition in the first or second week of January. All is going well, with regular meetings with WB Olsen and respect of library operation hours. Some residents are still not aware of construction, so Ms. Hospodarsky will see if City can send email notification on their system about it. City has also been notified about sunken sidewalk trip hazard right outside mini-library entrance but unfortunately concrete can't be poured until spring.

Committee Reports

Policy: Technology consultant is reviewing our 3 policies: Wireless Network, Public Computer Use, and eReader/Kindle/Hotspot to make sure they are current and relevant. Ms. Wigodner will also review and Board will approve in January.

Old Business - None

New Business

- The youth librarians presented a Winter Fest at the Recreation Center with a Frozen movie theme. Ms. Guerrero attested to its success. Attendees received donated food and toys, as well as gift cards from last year's fundraiser.
- Ms. Cleland mentioned the Craft Fair was very successful and vendors almost sold out.

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

Meeting adjourned at 6:50 pm.