

**Highwood Library & Community Center
Board of Trustees Regular Meeting – March 19, 2024**

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

Ms. Hospodarsky called the meeting to order at 7:06 pm.

Public Comments – None

President’s Report

Celebrate Highwood confirmed location and agreement for Mural Festival project. City Manager discussed update to City Council regarding Library and City strategic plan with President and Director prior to Council’s packet release.

Secretary’s Report

Ms. Hospodarsky moved to approve the amended regular and executive session minutes as presented from February 26, 2024. Ms. Loredo seconded, and the motion carried unanimously. Treasurer will document open items/questions to streamline finance Q/A for board meetings and board packet will include Business Manager’s responses.

Communication

Four suggestion box comments were received related to programming and library configuration. It was noted suggestion box form should also be in Spanish. Director has a wish list if funds become available and could add different fireplace chairs to that. Saturday children’s crafts were popular so leadership team is considering shifting some events to Saturday. They are still evaluating best spot to hold family events.

Treasurer’s Report

Ms. Loredo presented the February financials and March invoices. The following items were discussed:

- 2 additional checks are included: third installment training for \$2500 and contractor for \$400, paid by grant. Register will be rerun and uploaded to Mar24 Board Packet.
- 2 checks were corrected to match register.
- Will investigate why sometimes health insurance bills don’t line up month to month.
- Director notes from 2/1 Ancel Glink consultation will be added to shared drive Legal folder.

Ms. Loredo moved to approve March 2024 invoices as listed in the Check Detail plus additional checks for \$2500 and \$400, Ms. Hospodarsky seconded, and the motion carried unanimously.

Director’s Report

Ms. Ramirez highlighted several items from her report.

- She expressed gratitude for volunteers who helped move items from City Hall back to Library after construction was completed.
- Collaboration with D112 to host training for parents while kids are able to use the library.

- HPHS Key Club has been an excellent partner. Their twice a week volunteering for drop-in homework help is popular.
- TAB gave PDHP valuable input via interviews.
- English language adult programming increased: book club relaunched, will be every ~5 weeks; Blind Date with a Book
- ESL programming flourishing with 47 students.
- Health Equity is starting a multi-week migrant women support group. Vaccination event was held in Waukegan.
- Staff are seeing hunger issues rise again.
- Staff have been discussing meeting rooms and Policy committee is working on policy and procedures. Three spaces may be available to public MWF 12-5 Sat 2-5 but must be visible to staff. Highwood residents may reserve ahead of time, and others can use for an hour if available. Staff can limit excess usage by policy (1 reservation per day and 1 week ahead). Community Room has cameras and will be used to host organizations and board meetings.
- Core Standards compliance is being evaluated.
- Statistics report will be corrected.
- Director updated board on staffing changes

Committee Reports

Finance: Committee met to work on draft FY25 budget. Final decision on accounting firm is still tabled until audit work is complete.

Policy: met to work on several policies presented this month, and continues meeting regularly.

Old Business

Discussion on strategic planning consultant was tabled. Mr. Muelver completed Kellogg class.

New Business

Ms. Regalado moved to approve the Public Comment and Posting of Agenda policies. Ms. Hospodarsky seconded and the motion carried unanimously.

Board reviewed first draft of the FY25 budget. It includes new vendors added over past year, and increase in line items where needed. Final budget will net \$0 - still some adjusting to do. Landscaping costs were increased but will reassess. Electronic material costs are being researched (Hoopla, Boundless/eRead, Libby) and Director will bring recommendation to Finance committee. Budget with Grant Expenses will come to Board for approval in April.

Staff will post committee meeting minutes. Ms. Loreda will send Finance minutes to Ms. Guerrero, copying Director.

School district events were discussed. It was noted that D112 is providing racism sensitivity training to District staff.

Technology consultant recommends migrating from Data443 Smart Shield to Faronic Deep Freeze. This software removes previous patron's usage upon log-off of computer. New print management system has caused conflicts.

Ms. Regalado moved to approve purchase of Faronic Deep Freeze and start-up costs, Ms. Hospodarsky seconded, and motion carried unanimously.

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

Meeting adjourned at 8:32 pm.