

**Highwood Public Library Board of Trustees Regular Meeting  
April 20, 2020**

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

Present—Trustees: Barbara Cizek, Janell Cleland, Diana Joren, Lucy Hospodarsky, Laurie Lenzini, Nora Loredo, Catherine Regalado; Carmen Patlan, Director; Kay Kelly

Absent: Bertha Chavez, Patricia Lenzini

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

**Public Comments** – None

**Ms. P. Lenzini and Ms. Chavez joined the meeting at 7:08 pm.**

**President’s Report**

- Board annual reports are due in May.
- President thanked Kay Kelly for all her volunteer work on the book sales.
- Ms. Loredo, Ms. L. Lenzini, Ms. Joren trustee terms are expiring. Reappointments can be done at May City Council meeting.
- Director has done an excellent job managing staff during these challenging times and President expressed thanks that everyone has been so adaptable.

**Secretary’s Report**

Ms. Hospodarsky moved to approve the minutes from the March 16, 2020 regular meeting, Ms. L. Lenzini seconded and the motion carried unanimously. Director noted that WB Olson presentation is postponed.

**Communication:** There have been emails received related to electronic materials, and director has responded to these inquires.

**Treasurer’s Report**

Ms. Loredo presented the March financials and April invoices.

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

- \$50,000 anonymous unrestricted donation was received and Grants Detail report has been updated. Total grants received are \$101,705.37. This total grants received amount reported on the new Grants Report should be used to reduce the amount reported on the Balance Sheet for the BOH General Fund Chkg to arrive at the net operating balance amount. As of March 31 statements, \$114,947 left in FY20. Finance committee will review all.
- Museum adventure pass expense will be moved from ERead to Membership category.
- President will email City Manager on FY20 budgeted \$1500 PPRT payment.

**Director’s Report**

Ms. Patlan highlighted some items:

- Staff is keeping busy with professional development.
- Fire alarm radio monitoring has been changed.
- Spring grounds cleanup was completed.

- New website to be up by June 1. Grainger grant will be used for new computers, smartboard, and furniture for the YA Center. Tech consultant will be purchasing and installing.
- GED classes and Homework Help meeting via Zoom. Adult, YA, and Children's summer reading programs are being developed.
- Director is participating in weekly RAILS calls with other directors. She has shared with board and staff a phased-in process for reopening.
- Director is still busy with Census and is targeting 80% response rate as successful. She will be filming a video with the Mayor to encourage participation. Director will investigate when census will make blank forms available.
- MailChimp is being used for newsletters; trustees should email director if not received
- Library card practice amended to verify online applications, allowing preliminary approval, with verification of residency once they can come into the library.
- Grant application was submitted to Julian Grace Foundation.
- Director on own time is connecting residents in need to aid. HP Community Foundation funding helped families in need of rent assistance. Ms. Cleland has raised money which will go to Mano a Mano to aid Highwood families. The director is working with Roberti House coordinating bags of food for weekly distribution in library parking lot. Donations of crafts and kids activities were given to children in last year's summer reading program.
- Friends Group continues discussing fundraising strategy as momentum halts due to virus.
- There was discussion on whether library should purchase Zoom.
- A new statistics report is being created by Ms. Wigodner which will be similar in format to IPLAR. There will be a notation added to March statistics to indicate closing date.
- Library should be featured in May on First Bank of Highland Park display wall.

### **Committee Reports**

Finance: Committee is meeting 4/21.

Buildings and Grounds: meeting was cancelled. Ms. Joren will connect with volunteers and plant donors before next meeting and ensure the garden/pots/annuals get planted and maintained in the interim.

**Old Business** – None

### **New Business**

The Open Meetings Act policy is in ordinance language form, which can be approved as is, but can be revised to library's standard language for May meeting. Board bylaws were recently reviewed by President and Secretary and don't need additional changes.

Ms. Regalado moved to approve the following policies: Board Bylaws, Meeting via Electronic Means, and Posting of Agenda/Open Meetings Act. Ms. Hospodarsky seconded and the motion passed unanimously.

Ms. Regalado moved that the policy committee work with the director to amend the Library Card Policy to allow for electronic card application. Ms. Cleland seconded and the motion carried unanimously.

Ms. Regalado moved to approve the FY21 board meeting calendar as presented. Ms. Hospodarsky seconded and the motion carried unanimously.

Ms. Hospodarsky moved and Ms. Regalado seconded to adjourn the meeting. The motion carried unanimously. **Meeting adjourned at 8:35 pm.**