

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

Present—Trustees: Janell Cleland, Lucy Hospodarsky, Laurie Lenzini, Patricia Lenzini, Nora Loredo, Catherine Regalado; Carmen Patlan, Director

Absent: Bertha Chavez, Barbara Cizek, Diana Joren

Ms. Hospodarsky called the meeting to order at 7:07 pm.

Public Comments – None

President’s Report

- President and Director met with Mayor and City Manager on Friday in lengthy meeting. Minutes were taken. State Sen. Julie Morrison had previously met with City Manager and discussed TIF extension needing approval in Springfield. Director explained importance of fundraising timing and momentum with donors. Mayor has requested a pause of a month in fundraising. Council board packet for 2/4 meeting will describe avenues of communication between Library and City. City Manager is beginning to look at other building site options.
- Director will note in press release the collaboration between City and Library for census – with \$30,000 grant applied and won by Library for Census initiative.
- President attended the productive Friends meeting where each board member has committed to raise \$3,000 as a “give or get” concept which is standard for fundraising boards. \$100,000 is already in Friends account for programs and construction.
- Reminder that smile.amazon.com raises funds for Library.

Ms. Chavez arrived at 7:18 pm

Secretary’s Report

Ms. Hospodarsky moved to approve the minutes from the December 17, 2019 regular meeting, December 17, 2019 executive session, and January 14, 2020 special meeting, Ms. L. Lenzini seconded and the motion carried unanimously.

Communication

Director will follow up with staff on Twitter account maintenance.

Treasurer’s Report

Ms. Loredo presented the December financials and January invoices.

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

- Library will get a copy of the completed audit from the city for records.
- Regular donation of \$200 was added to cookbooks line and will be moved. \$700+ raised by Ms. Loredo for cookbook sales.
- IMRF higher than budget will be investigated. Copier rates increased.
- Treasurer noted IMET reinvestment.

Director’s Report

Ms. Patlan highlighted some items from her report including several grants awarded to the library and Friends group.

- One citizenship class student completed requirements, was sworn in, registered to vote, and now is employed by library's RAILS grant to assist in census.
- Fenix Clinic is partnering with library for Ms. Chavez to also support census.

Committee Reports-

Personnel committee will set up director's annual evaluation.

Policy committee will be meeting to discuss Gifts and Donations policy.

Buildings and Grounds is ready to meet. Volunteers have offered help in gardening and grounds, which will proceed because currently no build-out is planned as part of renovation.

Old Business – discussion of library plan covered earlier

New Business

Ms. Hospodarsky moved to approve the Confidentiality Policy and the Posting of Materials Policy, Ms. Regalado seconded, and the motion carried unanimously.

Ms. Regalado moved and Ms. Hospodarsky seconded to enter Executive Session related to 5ILCS 120/Sec 2(c) 1- personnel matters. The motion carried unanimously.

Executive Session entered at 8:04 pm

The meeting was called back to order at 8:39 pm.

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

Meeting adjourned at 8:39 pm.