

**Highwood Public Library Board of Trustees Regular Meeting
August 22, 2022**

Present—Trustees: Janell Cleland, Diana Guerrero, Lucy Hospodarsky, Nora Loreda, Catherine Regalado; Carmen Patlan, Director; Laura Ramirez, Associate Director; Paul Martinez
Absent: Bertha Chavez, Jason Muelver, Lorena Victorica (attended by phone)

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

Public Comments

Mr. Martinez has applied to join the Library Board and was introduced by the President. His appointment will be on the September 20 City Council agenda.

President's Report

- President promoted library fundraising for July 4th response at a PFT event.
- President observed a death in the family of a staff member.
- Ms. Cleland will lead September board meeting while President is away Sept 8- 26.
- Ms. Ramirez and Ms. Hospodarsky spoke at August City Council.

Secretary's Report

Ms. Hospodarsky moved to approve the minutes from the July 25, 2022 regular meeting, Ms. Cleland seconded, and the motion carried unanimously.

Communication: The library received a nice response from previous HP Community Foundation liaison about the monthly newsletter. An additional email compliment was received on the Healing the Community in Crisis response. The HP City Manager notified the director about a recent train accident and warned of possible reactions to shooting including suicides.

Treasurer's Report

July financials and August invoices were presented.

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

Several items were reviewed:

- Treasurer will correct USA Today memo item.
- Library Guild charge will be allocated across 3 line items as it had been in past years.
- There will be a change in bond insurance for employees; treasurer bond will be in Library Operations.
- Small charge will be reclassified to grant.
- President will discuss allocation of director/assistant director bonuses to bonus category, not to grant, directly with accountant; she will also discuss IMRF administration with her.
- Memo line for subscriptions to contain term of subscription – need to add for NYT.
- Dental/vision items have still not been zeroed. There is more clarity now on when city begins insurance coverage for new employees. President will discuss with accountant.
- Accountant will keep track of status of unemployment expense reimbursement. Despite paying disputed charge, it still accrued interest.

Director's Report

Ms. Ramirez and Ms. Patlan highlighted several items from the report.

- The Library has finally received notice of DCEO award. There was an additional delay because a condition related to audit was erroneously added, and needed to be corrected before we could accept notice of the award without conditions. Library is in grant system and waiting on the grant agreement. We are allowed to request an advance on the money and we can now begin public bidding. It is expected the grant will be awarded in mid-September and construction will start first week in October. There will be a groundbreaking ceremony.
- Mr. Knutson is coming in 2 weeks to set up storeroom for offices. Health Equity programming will be held in the Church of the Redeemer. Oak Terrace has set aside a classroom for literacy programming.
- Director will follow up to make sure new library log templates are saved to the shared drive.
- There was a question on the new FMI category in statistics, which is Find More Illinois, a program currently under evaluation by staff. It was suggested to advertise this new service of self-managed interlibrary loans to patrons.
- HP Community Trust awarded a \$10,000 grant for art therapy supporting youth mental health, and a \$20,000 grant for early literacy. The IL State Library awarded \$40,000 via Project Next Generation for STEAM activities, staff, and materials, thanks to Ms. Ramirez's outstanding application. Additional grants supporting activities after July 4 shooting include \$40,000 from the Lake County Community Foundation, \$25,000 from an anonymous donor, and \$20,000 from a family foundation
- HP Victims Fund applications are open, due September 14. 10% of funds raised are for non-profits supporting victims. Ms. Alvey is helping families who did not have an estate get requirements in place to receive funds .
- Generous donations provided summer reading awards and squishmallows. Often cities who experience a tragedy like the 7/4 shooting open a Resiliency Center/Resource Center. In this case the library will be a satellite center with case management, working in conjunction with Family Services to offer mental health and wrap around services.

Committee Reports

Policy Committee: will meet Thursday to create policies to comply with DCEO questionnaire for grant recipients. Committee will endeavor to make one comprehensive Financial Policy.

Finance Committee: will meet on 8/29. Library tax levy is due to city on Oct 18 or Nov 1. FY24 tax levy budget will be approved at September board meeting.

Old Business

Ms. Hospodarsky led discussion of the Investment of Public Funds policy. Our bank manager recommends opening 2 new money market accounts in addition to current 3 operational accounts and 1 building fund account, to leverage WinTrust's multiple charters, each with own FDIC insurance. Library funds over \$250,000 will be placed in the money market accounts, so all funds will be insured. There will be a limit of 6 transfers/month on new accounts. Director will confirm with WB Olsen that this will work for construction billing. This will enable library to keep existing account type and not move to commercial account.

Ms. Regalado moved to approve the Investment of Public Funds Policy presented at the June 2022 meeting, Ms. Hospodarsky seconded, and the motion carried unanimously. The President will sign paperwork at the bank before leaving.

New Business

There was discussion of a 2 day library closure in October for a facilitator led team building event and an outing. The board agreed this would be an excellent event for the staff but requested not closing October 6-7 when the city's Pumpkin Fest was ongoing.

Ms. Hospodarsky moved to approve 2 day library closure for staff development. Ms. Guerrero seconded and the motion carried unanimously.

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

Meeting adjourned at 8:34 pm.