

**Highwood Public Library Board of Trustees Regular Meeting
February 22, 2021**

The meeting was held by Zoom teleconference due to the Covid-19 pandemic.

Present—Trustees: Janell Cleland, Diana Guerrero, Lucy Hospodarsky, Patricia Lenzini, Jason Muelver, Catherine Regalado; Carmen Patlan, Director;

Absent: Bertha Chavez, Barbara Cizek, Nora Loredo

Ms. Hospodarsky called the meeting to order at 7:01 pm.

Public Comments: None

President’s Report

- President and Director attended the Highwood Chamber of Commerce annual meeting, where they announced the capital campaign.
- President and Director met with City Finance Director regarding audit bill and inclusion of Friends. Accountant billing hours record was shared for \$2200 related to this question. The work was not actually an audit, but a review of the Friends group and how to handle it. Firm determined Friends was a unit of the library and so gave the City a qualified audit. Mr. Muelver researched audit requirements for grant income to Illinois libraries, when an audit is triggered, and who is responsible for this. He and Director noted Friends group is separate with their own 501(c)3 charter, and Friends Group relationship to library is “outside grants”. Because there is disagreement on firm’s requiring Friends to be part of City audit, and it is important for future audits as well, Mr. Muelver, Ms. Hospodarsky, and Ms. Patlan will meet with the City Finance Director again.

Ms. Loredo and Ms. Cizek joined at 7:05 pm.

Ms. Chavez joined at 7:11 pm.

Secretary’s Report

Mr. Muelver moved to approve the minutes from the January 25, 2021 regular meeting, Ms. Cleland seconded, and the motion carried unanimously by roll call.

Communication: None

Treasurer’s Report

Ms. Loredo presented the January financials and February invoices.

- Programming expense for Santa will be reassigned from adult to children programming.
- Personnel category is underspent for the year due to some staff voluntarily taking fewer hours during Covid closures. Director noted that marketing contractor cannot continue next FY, and recommended moving those tasks to a staff member, at increased hours and salary. After her analysis she felt this is sustainable, so board agreed.
- Finance committee will meet to review remaining FY budget.

Ms. Hospodarsky moved to approve the February 2021 invoices as listed in the Check Detail, Mr. Muelver seconded, and the motion carried unanimously by roll call.

Ms. Hospodarsky moved to table payment of the city audit invoice #1957, Mr. Muelver seconded, and the motion carried unanimously by roll call.

Director's Report

Ms. Patlan highlighted some items from her monthly written report.

- Pipes froze in the staff room kitchen. Plumbers thawed pipe, noted it was an outside wall and thin pipe used in the new construction; B&G committee discussed and staff will monitor in cold weather and/or use tape heater. City also couldn't find the water meter for the library a few days prior to incident.
- Exterior American flag was replaced.
- 2 potential funding sources were identified for construction grants, totaling \$300,000.
- Developed a tracking system for callers needing help with AllVax vaccination registration using Community Health Workers – so far 189 individuals have been helped.
- Library supports Book Match at middle and elementary school levels by stocking books.
- New YA area improvements have driven increased circulation and use.

Committee Reports

Building and Grounds: Committee met today and reviewed Chapter 5: standards on building infrastructure and maintenance. Checklist of items to maintain and monitor was developed, and roof and façade inspections were added. Committee is obtaining quotes on various items to include in 2022 budget. A volunteer group is preferred for some landscaping regular maintenance. Recommend adding to existing Reserves Fund for capital maintenance needs.

New Business

Part 1 of the Per Capita Grant application will be reviewed next meeting, or reviewed by committees separately. Technology and Building and Grounds have some items.

Capital Campaign public phase: President has sent campaign materials by email to board. An updated version of the booklet can be shared with larger donors. Materials include cover letter template, and pledge form; board is encouraged to contact potential donors with these. There are also naming opportunities for larger donors. Note that the concept includes the library as a community center, as reflected in proposed new name.

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

Meeting adjourned at 9:10 pm.