

**Highwood Library & Community Center
Board of Trustees Regular Meeting - January 22, 2024**

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

Ms. Hospodarsky called the meeting to order at 7:00 pm.

Public Comments – Box contained suggestion to add clock for fireplace area: will be purchased. Board recommendation: since outlets in small meeting room are only on one wall, get an extension cord to run underneath table.

President's Report

- Discussion of committee membership – President referred Board to Bylaws for committee explanations. Members of committees can include (non-Highwood) community members.
- President met with Ms. Pastroff for trustee onboarding. Ms. Pastroff will join the Finance committee.
- Finance committee will meet soon to prepare draft FY25 budget. HLCC did not go through tax levy process with City this year because the levy remained flat.
- Ms. Ramirez and Ms. Pastroff attended the Highwood Chamber of Commerce dinner. They connected with some community members and aldermen. The Chamber has a new logo.
- President signed agreement with company that manages cash kiosk for remote printing (NAYAK), for \$8.95/month + debit card fee. Ms. Wigodner analyzed that this would benefit the library, which is now cash-less. There was discussion on how this may impact some patrons. Options for those patrons were to use a library debit card, offer each resident a credit on their account, or get a pre-paid debit card where patrons could give cash at the desk.
- There was an article on the HLCC in the Highland Park Neighbors.
- Onboarding process was shared with Lake Bluff library trustee.
- There was discussion on the new logo. It was agreed the ‘&’ should be the darker green moving forward. Director will share mockup and send new letterhead.

Secretary's Report

Ms. Hospodarsky moved to approve the minutes from the regular meeting of December 18, 2023, Mr. Muelver seconded, and the motion carried unanimously.

Communication

Ms. Ramirez reported that what appeared to be a FOIA request was actually marketing/a vendor.

Treasurer's Report

Ms. Loreda presented the December financials and January invoices.

The following items were discussed:

- \$1900 for professional cleaning still to be reimbursed by WB Olsen.
- Director reported it is not really possible to change reclassification of vacuums, bike racks from Grant Renovation Technology. Alternative suggestions: capital hard-goods, materials, hardscape.

- Balance sheet assets- Gift Cards on Hand – these are donated and are given out to community members as prizes. Procedures will be developed to track these internally and to track petty cash in safe.
- Friends of the Library received income from grants, transferred to library.
- Areas over budget: Staff development, technology hardware (non-grant)
- Bad debt line of \$1552.63 was from 2019. Payroll service used turned out to be a Ponzi scheme, where owner took federal and state tax payments, diverted to own account, so library had to pay again. Library business manager noticed a 2021 NYAG conviction and feels this can now be written off, because chances of collecting any money back are low.
- Tax receipts are almost at 100%.
- Bank stop check fee for a contractor deducted from paycheck – library will cover the cost.
- Investigate why bonuses under Grant Expenses are negative – were they reclassified?

Ms. Hospodarsky moved to approve the January 2024 invoices as listed in the Check Detail, Ms. Pastroff seconded, and the motion carried unanimously.

Director's Report

Ms. Ramirez highlighted several items from her report.

- Programs in new space are successful. The baby storytime will be changed. Adult literacy classes just started this past week. Health equity operations were first to move back to building and have been flourishing.
- Some items being worked on: camera needed for monitor to allow virtual events in community room; space not ideal for yoga; SSL programs have been suspended – this needs to be communicated to students.
- Hamilton room is very popular for onsite counseling.
- WB Olsen is still addressing temperature control issues, replacing wires, boxes, etc. There is a long lead time for a new HVAC unit but board agrees with Director that it is needed. One payment is being held back until issue is resolved.
- Technology contractor when able to return will address printing/scanning issues.
- Statistics show a bump in attendance. Director is taking feedback very seriously. Determining how best to handle book requests. A book club in English is being considered.
- Ms. Wigodner has deferred retirement and has continued to work on renovation allocations. Could possibly continue as a contractor.
- Friends audit is done. Auditors now have Library's FY23 materials to close. Timing for Library and City is late.
- Reimbursement for construction payments is coming in and Board appreciates all the work needed for this.
- There were problems with Kentwood furniture installation. Reimbursement due from installers' damage. Director ordered tabletops to go with bottoms that arrived unexpectedly.
- Director will set expectations with business manager for checks to be ready Wednesday before board meeting, so Treasurer is not handling this during the meeting.
- There was discussion on method for determining weather closures. Director should get on D112/D113 snow notification to be aware and possibly follow those decisions.
- Paychex upgrade is \$45/month more to track vacation and sick time, saving time for business manager.

- Shared new organization chart, and will send one to Policy committee with positions only.

Committee Reports

Policy: provided updated on Personnel manual work. Recommended revisiting unemployment insurance. President will consult with City Manager.

Old Business

Friends' Updates: Friends met, discussed Grand Opening and ribbon cutting success, which they played a large role in. Discussed 2024 planning and responsibility. Board requested to have information on funds transferred from grants via Friends as part of monthly Director's Report – amounts and what used for.

Insurance: There was discussion on quote from Hartford Insurance through Viti for increased errors and omissions/employee performance insurance coverage of \$1976/year.

Ms. Regalado moved to approve Hartford as the new insurance carrier for the employee performance bond. Ms. Cleland seconded and the motion carried unanimously.

Director recommended a trustee attend Kellogg strategic planning training. An investment at \$900+ to attend (grant covered), to better prepare for 2024 strategic planning. Mr. Muelver will attend on behalf of board; Ms. Cleland and Ms. Regalado as backups.

New Business

Ms. Regalado moved to approve the Confidentiality and Material Posting policies. Ms. Hospodarsky seconded and the motion carried unanimously.

Ms. Hospodarsky moved to upgrade Paychex services to better track employee time off. Mr. Muelver seconded and motion carried unanimously.

Director obtained two attorney quotes to review personnel policy, and recommended HR Source. Mr. Muelver moved to accept the HR Source quotation, Ms. Hospodarsky seconded, and the motion carried unanimously.

There was discussion of search for strategic planning consultant. Previous director had obtained a quote, and Board wants additional quotes. Will develop a RFP, with criteria provided by board, including experience working with a diverse community. President feels best timing would be after Working Committee with City is finished.

Ms. Hospodarsky moved to go into Executive Session for the purpose of 5 ILCS 120/Sec 2(c) 1 for discussion of personnel. Ms. Regalado seconded and the motion carried unanimously.

Executive session entered at 8:53 pm.

Regular meeting was called back to order at 9:55 pm.

Ms. Cleland moved that the board approve the director's recommendation to fulfill an employee request. 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 9:57 pm.