

**Highwood Public Library Board of Trustees Regular Meeting  
June 22, 2020**

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

Present—Trustees: Bertha Chavez, Janell Cleland, Lucy Hospodarsky, Patricia Lenzini, Nora Loredo, Catherine Regalado; Carmen Patlan, Director; Community members Diana Guerrero, Kay Kelly

Absent: Barbara Cizek

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

**Public Comments** – the President shared an emailed comment from Kay Kelly hoping a committee can form to consider future state collection, other electronic resources. Director will work on this with staff and have a response for next meeting.

**President’s Report**

- President conducted new trustee onboarding with Ms. Guerrero and Mr. Muelver, who will be formally appointed at next City Council meeting.
- New stationary template is available.
- Director vacation log completed.
- Has extensively reviewed IPLAR prior to submission to state.
- Recruited officers to executive board.
- Shared online meeting etiquette checklist with board.
- Shared draft president’s annual report. B&G items will be added to B&G annual report.
- Director has not seen recorded RAILS trustee webinar link yet but will investigate, forward.
- President will forward final director evaluation to board.

**Secretary’s Report**

Ms. Hospodarsky moved to approve the minutes from the May 18, 2020 regular meeting, Ms. Cleland seconded, and the motion carried unanimously. It is noted that new website launch date has been moved to July 1 or possibly later, with more information to come Thursday.

**Communication:** Staff is investigating offer of a Python coding program; cost associated.

**Treasurer’s Report**

Ms. Loredo presented the May financials and June invoices.

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

Grant expenses will be reclassified to the correct accounts.

**Director’s Report**

Ms. Patlan highlighted some items from the monthly report:

- Curbside service is now available for patrons.
- Working on Phase 4 reopening possibly after 7/4, and how to count patrons for limits.
- Grainger grant funded YA technology hardware will be installed by Mr. Knutson shortly.

- E-news blasts are being sent out. Summer reading programs are up and running. K9 program being done remotely as a pilot program. It was noted that summer program for all ages was launched earlier than neighboring libraries' programs.
- IPLAR was submitted today. State library construction grant was submitted with budget.
- Ms. Wigodner was thanked for all her incredible work on reopening and staff training.
- Plexiglas partitions will be purchased and installed
- Additional \$2000 has been granted for Census work, with another extension possible. Highwood has a close to 65% current response rate.
- Meal kits are still being provided to families in need weekly- 600+ families served in May
- Director is part of Lake County group working to curb COVID-19 in Latino communities by distributing safety kits. Director secured a \$5000 grant for this group for these kits for Highwood/HP residents, distributed from library. Director will brief the mayor and city manager on these efforts. Director is also working with CATCH along with Northern IL Food Bank.
- There was discussion on new statistics report and comparing IPLAR column with current month figures – Director will give board tutorial for next board meeting.
- Fort Sheridan newsletter will include Census information. Highwood Historical Society might be outreach avenue. Literacy programs are critical for hard-to-count communities.

### **Committee Reports**

Buildings and Grounds: Director requests committee focus on front garden and exterior. Additional members are needed for this committee.

Policy: Committee reviewed financial policies, and finance committee also reviewed. President got further input from IMET. Noted that 3 months fund balance is aspirational but in this current environment actual may drop to 2 months with cash flow issues as taxes are received.

Surveillance Policy will be approved next month.

### **New Business**

Ms. Regalado moved to approve the Investment of Public Funds Policy, the Fund Balance Policy, and the Authority to Spend Policy. Ms. Hospodarsky seconded and the motion carried unanimously by roll call.

Offering library cards to non-residents was discussed. Ms. Regalado moved to not offer library cards to non-residents, Ms. Hospodarsky seconded, and the motion carried unanimously.

Ms. Hospodarsky presented the Executive Board slate: Nora Loreda, Treasurer; Catherine Regalado, Secretary; Janell Cleland, Vice President; Lucy Hospodarsky, President.

Ms. Hospodarsky moved to approve the Executive Board slate, Ms. Regalado seconded, and the motion carried unanimously.

State construction grant update: submission complete, and now we wait as there is no known award date. Ms. Hospodarsky will send a thank you note to the Wigodners for all their help.

Friends Board will be meeting in person in July and Library Board may meet in person as well. Ms. Regalado moved and Ms. Hospodarsky seconded to adjourn the meeting. The motion carried unanimously. **Meeting adjourned at 8:12 pm.**