

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

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

Present—Trustees: Bertha Chavez, Barbara Cizek, Janell Cleland, Diana Guerrero, Lucy Hospodarsky, Patricia Lenzini, Nora Loreda, Catherine Regalado; Carmen Patlan, Director;

Absent: Jason Muelver

**Ms. Hospodarsky called the meeting to order at 7:11 pm.**

**Public Comments:** None

**President's Report**

Ms. Hospodarsky updated board on capital campaign. The committee is planning to host a Zoom fundraising event for certain donors. The public phase of campaign launch date is TBD. Board participation statistics are important, in advance of public campaign. \$200+ donations will receive a tax write-off letter.

**Secretary's Report**

Ms. Hospodarsky moved to approve the minutes from the February 22, 2021 regular meeting, Ms. Cleland seconded, and the motion carried unanimously by roll call.

**Communication:** A complimentary letter was received from the Vernon Area Public Library.

**Treasurer's Report**

Ms. Loreda presented the February financials and March invoices.

- Treasurer will inquire about PPRT with City, and will also investigate duplicate NYT bill.
- Staff is pushing to spend more of materials budget by end of FY, but may not use all of it. Technology hardware and marketing expenses will also be coming. Accounting budget might not be fully spent.
- City auditor emailed a reply to inquiry of including Friends as a component of Library, which is in turn a component of City. Mr. Muelver and Ms. Hospodarsky concluded this clarified the matter. However, City/Library should not have this added expense in future audits, as the Friends will provide a Form 990 and undergo own audit if raised funds pass a threshold.

Ms. Hospodarsky moved to pay the city audit invoice #1957 of \$2200, Ms. Cleland seconded, and the motion carried unanimously by roll call.

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

**Director's Report**

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

- Building and Grounds committee is investigating plumbers for routine rodding, with info to be shared with director for next year's budget.
- Technology: Website upgrade is desired to improve event registration. The \$565 initial fee will be covered by North Shore Gas grant, but annual fee must be budgeted. Blogging

software will be purchased. Exterior antennas may be installed in June and will be covered by IL Internet Access Grant.

- ILL survey and annual registration are completed.
- Director provided grant updates: CDBG for \$47,000 for vestibule upgrades may be extended because of capital campaign. Emergency CARES funds for food distribution storage room upgrades, funded by voucher reimbursement, will be seeded by Grainger grant. Library plans to resubmit an updated application for the state construction grant, due April 15, in case we can't meet June deadline for raising matching funds on previously awarded grant. \$20,000 application submitted to Lake County Community Foundation; site visit in April.
- Statistics report shows programs are well attended.
- Two staff members presented about the library at a national small libraries virtual conference in February and trustees were impressed by the presentation.
- ILMS named the Highwood Public Library one of top 15 library finalists in the nation for the 2021 National Medal for Museum and Library Service. 3 libraries and 3 museums will win the award, with announcements in mid-May. A reporter has visited the library for a story and director has appeared on a radio show to discuss the recognition. Board congratulated director and staff for this great honor. On April 7 Highwood Public Library will be featured nationally by ILMS all day. State Rep. Bob Morgan recommended Gov. Pritzker be informed about library successes including ILMS award and vaccination site.
- Director is presenting at a local synagogue and partnering with the church across the street.
- Recent Covid vaccination event hosted by library vaccinated 413 people. This was in partnership with Bob Morgan and Walgreens, which complimented library on event organization. Another vaccination event this Saturday will continue Walgreens' effort to reach disproportionately impacted populations with the J&J vaccine.
- April board meeting will be in-person at the library.

### **Committee Reports**

Finance: Committee met March 3. President showed board sources of revenue shortfall, mostly the 2% of property taxes not collected, and also areas of income surpluses. At next board meeting FY22 budget will be finalized. A new grant report format for better tracking is being developed with Mr. Muelver, Ms. Patlan, and Ms. Wigodner.

### **New Business**

The board conducted their biannual review of the closed-session meeting minutes. Ms. Regalado moved that there be no change to minutes' status, Ms. Hospodarsky seconded, and the motion carried unanimously by roll call.

The director reminded committees to be thinking about annual reports.

Updates to the FY22 budget will be discussed in Finance committee meeting.

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

**Meeting adjourned at 8:37 pm.**