

**Highwood Public Library Board of Trustees Regular Meeting  
May 22, 2023**

Present—Trustees: Janell Cleland, Lucy Hospodarsky, Nora Loredo, Paul Martinez, Jason Muelver, Lorena Victorica; Carmen Patlan, Director  
Absent: Bertha Chavez, Catherine Regalado

**Ms. Hospodarsky called the meeting to order at 7:02 pm.**

**Public Comments** – None

**President’s Report**

Ms. Hospodarsky reported the following:

- Reminder that the annual reports are due. There was discussion about the high quality of the Director’s Annual Report.
- The City’s audit firm proposal for upcoming audit should be available in June. The contract will outline the library’s portion of the audit work. President contacted City Manager to make certain that all information will be available.
- On May 26 there will be a staff meeting to learn more about policing tactics. It will be a two-way conversation between police and staff. Lake County Sheriff Department will facilitate. Director will forward the outline for the training and trustees are invited to attend. The staff will sign a form annually to signify they understand the incident reporting process.

**Secretary’s Report**

Ms. Hospodarsky moved to approve the minutes from the April 24, 2023 regular meeting and April 24 Executive Session. Mr. Muelver seconded, and the motion carried. Ms. Hospodarsky moved to approve the minutes of the April 28, 2023 special meeting with edit to add “based on the City’s recommendation”, Mr. Muelver seconded and the motion carried.

**Communication**

- A letter was received from the Attorney General about a lack of accessible parking for people with disabilities. City Manager reached out to the DOJ with questions and has not heard back.

**Treasurer’s Report**

Ms. Loredo presented the April financials and May invoices.

The following items were discussed:

- Director will address finance questions forwarded from Ms. Regalado: FY23 maintenance services far exceeded budget so does FY24 budget account for this; \$4152 unemployment expense; technology consultant mileage reimbursement was put in Library Board and Staff Expenses, but should be part of Technology/consultant costs; reminder that unreturned book fee paid to Normal Public Library is charged back to patron under new policy.
- President noted that property tax receivables are only \$1400 short. PPRT income was over \$5000 more than expected. Wages and salaries are at 93% of budget. She has made some calculations about deficits which were shared. Director noted that year-end close out is 99% completed.

- President filed withholding paperwork for Colorado and Wisconsin.

Ms. Hospodarsky moved to approve the May 2023 invoices as listed in the Check Detail, Mr. Muelver seconded, and the motion carried unanimously.

### **Director's Report**

Ms. Patlan noted several items:

- OMA requires posting total staff compensation exceeding \$75,000 and this is now posted on website.
- Annual budget posted on website will be tax levy budget which shows how tax dollars are being used. Details about how grant money is spent will be available on request.
- How can statistics be interpreted with the shift to remote model?
- For 4<sup>th</sup> of July observance this year, there is a preliminary plan from City of HP and library is participating in planning sessions. All attendees at events must pre-register and receive an admittance bracelet. Two of library's clinicians will be there. Events include a Community Walk.
- Director shared a handout with signage in the vestibule.
- Discussion of donor wall design will be continued.
- Library is looking for a CPA and one proposal is forthcoming.
- There was discussion on relocating books since the mini-library will need to be vacated to replace pipes.

**Committee Reports - None**

**Old Business - None**

**Ms. Regalado arrived at 8:00 pm**

### **New Business**

Ms. Hospodarsky moved to approve FY24 board meeting calendar, Ms. Loredó seconded, and the motion carried unanimously.

Ms. Hospodarsky moved to approve the Board Bylaws after biennial review, Mr. Muelver seconded, and the motion carried unanimously.

There was discussion on Employee Manual updates which the Policy Committee had met earlier in the month to discuss. Board members had input and suggestions. Ms. Regalado noted that changes were required by year-end due to passage of Illinois Paid Leave for All Act, but there were also requests from staff including addition of parental leave, and some edits needed to match current practice. As numerous changes were needed and director preferred not to partially approve the policy, this will be brought back to board at a future meeting after addressing the following:

- All reference to Library will be changed to Highwood Library and Community Center; references to Director will be changed to Executive Director; New Hires will be changed to Probationary Hires
- After review staff recommend a lower 4 weeks parental leave. Board would like to know comparisons with other libraries and the City before deciding, and financial implications. A parental leave would apply to new foster parents as well, but not an employee taking care of

own parents. That could be handled with FMLA or other leave. Do staff members want a pool of paid time off (PTO) days instead of differently classified days?

- Policy needs to address the order in which leave is taken, e.g. sick days taken before parental leave, and how much. Do part time workers accrue time?
- Part time workers currently have 3 days paid time off (3x8 = 24 h). New version using new statute has 40 hours. The policy also added 5 days paid sick leave which currently is unpaid. Clarification is needed from accountant on how to handle hours vs. days. Also the 3 personal days would be folded into the paid time off for part time employees once changes are made.
- There was concern about how all changes would be managed financially. Would staff have to be hired to cover work of employees on leave? Paid days off would not be budgeted for, but would be managed through the reserve.
- HRSource could provide the exact language on the Illinois law changes, which we'd use to make sure all is correct.
- New policy includes oversight of working from home on project-based work.
- Organization chart will have titles, not names, and will be moved to appendix, and the incident report will be shorter.

Ms. Hospodarsky noted that all Executive Board members are willing to continue in current roles, which will be elected at June board meeting.

Ms. Hospodarsky moved to go into Executive Session for 5 ILCS 120/Sec 2(c) 1 and 8 for discussion of personnel and safety. Mr. Muelver seconded and the motion carried unanimously.

**Executive session entered at 8:32 pm.**

**Regular meeting was called back to order at 10:19 pm.**

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

**Meeting adjourned at 10:19 pm.**