

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

Present—Trustees: Janell Cleland, Diana Guerrero, Lucy Hospodarsky, Nora Loredo, Jason Muelver, Catherine Regalado; Carmen Patlan, Director  
Absent: Bertha Chavez, Barbara Cizek

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

**Public Comments** - None

**President's Report**

- President met with new Friends board member Kristi Winchester. Friends group has solicited local businesses for the promotion program, which will formally launch in January.
- Executed state grant agreement for “Bouncing Back from the Pandemic” for \$50,000. This is part of the American Rescue Plan Act FY21 federal funds and will allow the hiring of Sandra Diaz to run professional development for adults
- Impact and sustainability fundraising materials completed

**Secretary's Report**

Ms. Hospodarsky moved to approve the minutes from the October 25, 2021 regular meeting, Ms. Loredo seconded, and the motion carried unanimously.

**Communication:** None

**Treasurer's Report**

Ms. Loredo presented the October financials and November invoices.

- Library has biggest tax receipt shortfall in many years. President will email city finance director to see if there is further information.
- Canva expense of \$47.60 is currently in Library Membership fees but will be reclassified to go to 5400 for Julian Grace Foundation.
- Insurance will be reentered to list insuring company, not broker.
- YWCA 5K exhibitor fee, charged to Other Grant Expenses, was for promoters to work on vaccine awareness in a Lake County-wide event.
- Memo for job listing at \$100 by Mr. Knutson will be changed to note it was posted on ILA.
- City auditor wanted library to show proof of collateralization for our funds in excess of FDIC coverage. Mr. Muelver will help Treasurer investigate this option.

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

**Director's Report**

Ms. Patlan highlighted some items from her monthly report.

- Front planters have been updated beautifully for winter season.
- A homeless patron was referred to PADS resources.
- Wireless access is being used heavily with the exterior wireless points.
- Grant of \$1500 received from First Bank of Highland Park

- DCEO grant for \$2,000,000 for library construction is submitted and waiting for review, which may take up to 3 months.
- 2 new staff members have joined: new children's librarian, and workforce development person who will also help with marketing communications
- Director will revise goal wording to reflect 9-12% material spend is a percentage of tax levy, not overall budget.

### **Committee Reports**

Finance: committee met and reviewed 3 year plan slideshow developed by Ms. Ramirez. Statistics show HPL library tax receipts per resident are in bottom third of comparable libraries, but HPL more average in percentage. The committee will meet again in December to prepare for meetings with City.

### **New Business**

Director reviewed Strategic Plan Goal 4 and everything is on track.

Board discussed Per Capita requirement for reviewing *Serving Our Public 4.0: Standards for Illinois Public Libraries*. The grant must be submitted in mid-January. Board/committees will go through the checklists at end of each chapter to make sure we are in compliance. Records retention is in progress. Policy committee will address the ADA Act. Website is sufficiently ADA compliant.

Communications strategic plan is to be developed by a group of staff members by mid-January.

There will be a staff-only holiday party with gift card presentation to staff by president.

There was some discussion on the renovation project design and the 2 design options depending on budget. Color schemes and further information will be presented to the board at the December meeting. Construction will ideally start in February, pending approval of the DCEO grant. There was discussion of payment process with advances and vouchers.

Role of library trustees document was passed out to trustees absent from last board meeting.

Ms. Patlan will be away Jan 9-22.

An update on cataloguing terminology for immigrants, which Oscar Conejo had presented as a library program: there is some movement on legislation but terminology is not fully updated.

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

**Meeting adjourned at 8:27 pm.**