

**Highwood Public Library Board of Trustees Regular Meeting
January 23, 2023**

Present—Trustees: Janell Cleland, Diana Guerrero, Lucy Hospodarsky, Nora Loredo, Paul Martinez, Catherine Regalado, Lorena Victorica; Carmen Patlan, Director; Laura Ramirez, Associate Director;

Absent: Bertha Chavez, Jason Muelver

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

Ms. Hospodarsky moved to go out of order to allow for a tour of the construction led by Dave Olsen, Scott Larsen, and Dave Wigodner. Ms. Loredo seconded and the motion carried unanimously.

The board viewed the demolition, heard about underground work being done, and saw addition excavation and poured concrete in front of building. The Fire Department did rule that attic space could have smoke detectors instead of sprinklers, saving funds. Plumbing was roughed out and electrical was put into the floor – poles will be eliminated. It was discovered that pipe from oldest bathrooms under main floor had failed, and floor collapsed. That bathroom also had backpitch piping. Now all piping is new, and new ductwork is starting to go in. There will be shoring as new masonry walls are constructed. As a ceiling was removed, a pipe was discovered with covering being tested for asbestos. Community room now will have cabinetry and sink, which was an alternate proposal. Meeting room will go near windows. Rather than sliding partition, there will be a dry wall separation with smaller room created to be conference room. Glazing will allow light to come through although no windows.

Public Comments - None

President's Report

Ms. Hospodarsky reported on the following:

- She received an email from Franco Aloisio, one of the original library founders, wondering about a plaque. It is currently in City Hall storage. Ms. Hospodarsky will respond. It was suggested that Mr. Aloisio be asked about a video chat/interview/podcast for the TAB kids. It would also be nice to locate and interview masons who did original building work.
- Councilman Peterson responded to the library's forwarded report to the City, and the library plans regular updates to the City/Council.
- Director and Ms. Regalado will complete OMA training on annual basis.

Secretary's Report

Ms. Hospodarsky moved to approve the minutes from the December 19, 2022 regular meeting and Ms. Guerrero seconded; the motion carried unanimously.

Communication:

Ms. Patlan reported a FOIA request related to construction questions has been answered.

Treasurer's Report

Ms. Loredo presented the December financials and January invoices. Several items were reviewed:

- The City's audit firm has still not completed the audit review. Library cannot get any state payments or apply for any new grants until this is complete. With all materials at the auditor, hopefully audit will be complete by end of the month; process is set up for success next year.
- Grant reporting now has classifications.
- Vivo is a new foundation which has granted a new award to the library.
- Wayfarer has provided a new \$50,000 grant for some of health equity work.
- NorthShore funded health equity work for another year, also providing an increase to \$628,000.
- Insurance for construction was paid for today electronically – original check was voided.
- Finance committee met to approve a construction insurance payment of \$9080.

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

Director's Report

Ms. Patlan and Ms. Ramirez noted a few items from the written report:

- An incident report was filed for a regular patron because of risk of insect infestation in the building. Patron would be suspended on return.
- On April 10 at 4 pm the City of Highland Park is recognizing partners who supported the July 4th response. Director would like to close the library at 3:30 pm on 4/10 – this will be on February agenda.
- Large turnout for vaccinations on Sunday.
- Health Equity partner Church of the Redeemer was very flexible with space in spite of their own sewer issues. Ms. Hospodarsky will mail to thank their vestry.
- There was a question about determining whether programming is offered in English or Spanish. It is indicated by language of program title. If there is more request for English programming it can be added but currently health equity programs are all in Spanish. The HP Library plans to hire a social worker who would do English language programming. Will work to make presenting language clearer on website/emails.
- There is a job posting for a teen services librarian.

Committee Reports

The Finance committee met 1/9/23 to approve the insurance bill.

Old Business

Library construction project was already updated. It was proposed to offer a tour of construction to city/council in February.

New Business

The eRead fee will increase on 7/1/23 based on operating expenditures as reported in IPLAR; budget needs to be amended.

The Wireless Network, Public Computer Use, and eReader/Kindle/Hotspot policies were reviewed by Mr. Knutson and Ms. Wigodner to make sure they are current and relevant. There was discussion on the eReader/Hotspot policy updates. Language should include: a minimum of \$50 or current replacement value if Hotspot lost; after 3rd renewal patrons must

return the hotspot in person. E-Readers aren't currently popular but should language stay in case other technology is circulated? Library staff are using some hotspots at remote sites so additional were purchased. Mr. Knutson has found the most affordable data plans, being paid for by grant.

Ms. Regalado moved to approve the Wireless Network and Public Computer Use policies, Ms. Hospodarsky seconded, and the motion carried unanimously. These policies need to be visible to patrons once library construction is completed. The Hotspot Policy will be revised for February approval.

There was discussion of a loan to meet cash flow needs for the renovation project. Because many grants are on a reimbursement basis there could be a delay of 3-4 months between payments and reimbursements. Ms. Hospodarsky roughly calculated cost of debt service. There is a possibility of a donor covering this cash flow as an alternative to loan. The bank has all the library's materials and can start underwriting process. Closing fees would be sunk costs, paid from library funds. A resolution has been drafted and we will begin numbering and tracking as of this one.

Ms. Hospodarsky moved to approve the resolution entering into a line of credit agreement with WinTrust Bank. Ms. Loredo seconded. The motion was approved unanimously by roll call: 7 ayes and 0 nays.

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

Meeting adjourned at 8:46 pm.