

**Highwood Public Library Board of Trustees Regular Meeting
May 23, 2022**

Present—Trustees: Bertha Chavez, Janell Cleland, Nora Loreda, Jason Muelver, Catherine Regalado, Lorena Victorica; Carmen Patlan, Director

Absent: Diana Guerrero

Attending by phone: Lucy Hospodarsky (non-voting), Laura Ramirez, Associate Director

Ms. Cleland called the meeting to order at 7:04 pm.

Public Comments – None

President’s Report

Ms. Regalado moved and Mr. Muelver seconded to go out of order to discuss FY23 budget. The motion carried unanimously. The President highlighted changes in the budget.

- Medical premium rates did not increase. Current staffing model has a lot of full time staff with this benefit, but much of the cost will be covered by grants. Regular library funds will cover 100% of director and 40% of Youth Librarian insurance.
- Personnel committee recommends \$5000 bonus each for Director and Associate Director. This will be part of general operating expenses, but the increased budget deficit will be covered by funds from grants and raised by Friends, allocated for general operating expenses.
- Ms. Wigodner found the budgeted IMRF rate was too high and this has been corrected in the FY23 budget; the actual IMRF calculations and distributions have been accurate.

Ms. Cleland moved that the board approve FY23 budget as set forth, with addition of bonuses, and Ms. Loreda seconded. The motion carried unanimously by voice vote.

The President prepared a version for website posting – footer will be removed first.

Director’s Report

Ms. Patlan and Ms. Ramirez highlighted several items.

- Ms. Ramirez noted that library is still waiting for final approval of DCEO grant but there are signs that approval is proceeding. No environmental risks were found. She will reach out to grant manager in a few days for status update.
- Library originally scheduled to close for shelf moving this week, but due to staff illness, this will now be June 8. Bookshelves will be moved to meeting room and city hall. City Hall basement will also hold the current storage room contents so that storage room can house 8 staff workstations. Some additional alternate storage is being used.
- Ms. Ramirez gave an update on the Health Equity Program and liability insurance. Broker is reviewing information for a quote, and City is aware of this effort, with city manager assisting. Library is ensuring policies and procedural manual follow best practices.
- For offsite programming during construction (estimated 10 months of work), Church of Redeemer will be added to insurance policy, as it will house counseling services. Literacy programs will be at Oak Terrace. Pop up tent or park also possible programming venue.
- Library is developing a summer program with Northwood; principal will present results during the school year.
- A support group is beginning for parents related to bullying, and another for youth sexuality. There was a question on how to handle situation if bullies are using the library. Staff is

monitoring behavior as it related to code of conduct. One individual has been banned from library building and surroundings, but library is open to negotiating this when individual is ready to address issues.

- Library is participating in Lake County Pride Fest in Waukegan and in Highwood Pride Fest, but has been receiving hate communication and social media comments, mostly from non-residents. Rep Bob Morgan has noted that there is state funding becoming available for security of public places being threatened.
- A staff member is now working remotely due to a family health situation, in position of Grants Communication Coordinator, taking FMLA for 4 weeks and then assessing situation. The previous job has been posted. Other staff will now follow up on Book Match offering for next school year for D112 middle schools, as currently HPPL is not offering this.
- Community Ambassadors have surveyed community for barriers and identified mental health as a barrier and area to be addressed by programming.
- President noted that bonuses had not been grossed up in approved budget, but this can be a Finance Committee amendment to budget.

Ms. Hospodarsky left the meeting.

Secretary's Report

Ms. Cleland moved to approve the minutes from the April 25, 2022 regular meeting and executive session, Mr. Muelver seconded, and the motion carried unanimously.

Communication: None

Treasurer's Report

Ms. Loredo presented the April financials and May invoices.

- Treasurer will follow up from last month's questions on copier charge from lease to owned equipment, and if the unemployment expense has been reimbursed and corrected by accounting firm.
- Dental insurance and vision insurance are 100% paid by employee, so they report as expense but are not in P&L.
- Materials budget for FY22 was ~90% spent, intentionally, because of upcoming renovation.
- New accountant is cleaning up and re-allocating grants accounting. She is finding efficiencies and board packet may be differently formatted. She will be included in next Finance committee meeting.

Ms. Cleland moved to approve the May 2022 invoices as listed in the Check Detail, Ms. Regalado seconded, and the motion carried unanimously.

Committee Reports - None

Old Business

Library construction project was previously updated.

No update from Friends.

New Business

Ms. Regalado moved to approve the Meetings via Electronic Means, FOIA, Gifts and Donations, Material Selection, Request of Material Reconsideration Form, and the Abuse and Neglect Reporting policies. Ms. Cleland seconded and the motion carried unanimously.

There was a question about how trustees should handle email request from author to purchase their work. Director gets duplicate request, and forwards to acquisitions staff to decide.

Executive Board slate of officer nominations: Lucy Hospodarsky, President; Janell Cleland, Vice President; Nora Loreda, Treasurer; Catherine Regalado, Secretary
Ms. Cleland moved to approve the Executive Board slate, Mr. Muelver seconded, and the motion carried unanimously.

All committee, President, and Director annual reports will be completed for June board meeting.

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

Meeting adjourned at 8:13 pm.