

**Highwood Public Library Board of Trustees Regular Meeting  
November 23, 2020**

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

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

Absent: Bertha Chavez

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

**Public Comments:** None

**President's Report**

- Ms. Hospodarsky followed up with the City Manager on parking lot vandalism issues. He will follow up with Chief of Police. The Everts Park project may include improved lighting.
- City Council approved the library's tax levy request.
- Front flower pots were decorated.
- Mayor and city manager were updated on capital campaign and plan. Capital campaign is being run through Friends of the Library, but board members should also be helping. The president gave several examples of how to reach out to donors. The target is to raise \$1.3 million dollars by June 30, 2021. Friends is considering hiring a fundraising consultant.

**Ms. Chavez arrived at 7:08 pm**

**Secretary's Report**

Ms. Hospodarsky moved to approve the minutes from the October 26, 2020 regular meeting, Ms. Lenzini seconded, and the motion carried unanimously.

**Communication:** None

**Treasurer's Report**

Ms. Loreda presented the October financials and November invoices. Now at the 6 month mark of fiscal year, tax collections are at 93%. Income from fines and fees is low but technology grant will make up the difference. Wages are at 38% of budget but there were some staff absences. Some periodicals will be reclassified by accountant.

Ms. Hospodarsky moved to approve the November 2020 invoices as listed in the Check Details, Mr. Muelver seconded, and the motion carried unanimously.

**Director's Report**

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

- Library needed to close to public because of staff Covid cases. Staff/ family are recovering. All patron services are continuing and virtual programming will continue creatively.
- Beck's serviced furnaces and did some small repairs.
- Grainger grant funded all new technology and new furniture in the YA area. A Smart board is installed and a 3D printer planned.
- There's some funding for Covid-related garage renovation to continue with food distribution.
- An additional camera will be purchased for monitoring parking lot rather than relocating existing camera. Mr. Knutson will be doing this work in a December visit.

- \$6800 Digital Network Access grant was awarded to upgrade to high speed internet access for library, including parking lot and parts of Everts Park.
- Learning Partners will continue to grow with a new grant.
- North Shore Gas grant is to bridge the digital divide via Learning Partners; CO detectors were also given to the HP Fire Department for distribution to Highwood families.
- \$400 of the \$3000 Oak Terrace PTO donation to the Friends group was used to purchase McDonald's gift cards for children in Learning Partners and other programs.
- Erroneous unemployment claims have been received and are being contested. One is for a staff member's former full time job elsewhere, and another was for a Census contractor.
- Hosting IL Dept of Public Health Covid testing for 2 dates. Testing is free and partnering agency pleased to be reaching underserved community - 50% Latino testees at first date.
- PPE kits funded by a Lake County CARES grant to Waukegan Public Library should be ready for distribution by 2<sup>nd</sup> week of December.
- Flu vaccines given to 70 people via hosted mobile clinic sponsored by Rosalind Franklin University and Nuestro Center.
- Giving trees have been set up throughout the city in a partnership with City of Highwood, Celebrate Highwood, and Library, holding ornaments with QR codes linked to wish lists. Hospodarsky family and others helped in this effort.
- Director will be keynote speaker to the League of Women Voters annual meeting.
- New contribution from Schreiber Family Foundation was received by the Friends group.
- Census grant included tablets and hotspots which were allowed to be kept by Library.
- Consultants for capital fundraising, TWNB (also used recently by NSSRA) will be proposing a project. They suggest waiting to launch until the new year.
- Funds will be solicited on Giving Tuesday, December 1, trying to reach \$5000.
- CARES funded meal kits will need new funding sources after December.
- Heidi Smith was named new HP Library director; there will be collaboration opportunities.
- Board brainstormed ideas for staff/board holiday party alternatives.

### **Committee Reports**

Policy: The committee worked with the director to update the Gifts and Donations Policy to add a section 13, Capital Campaign Donations and Matching Grants, and section 14, Donation Refund for Capital Campaign Awards, to reflect needs of a donor for a matching gift for the state construction grant.

### **New Business**

- Ms. Regalado moved to approve the updated Gifts and Donations Policy, Mr. Muelver seconded and the motion carried. There will be an examination of additional language on returning donor money at various levels and the policy may be revisited again next month.
- There was discussion on special staff bonuses, which Finance Committee will take up.
- There was a request to recognize the completed Grainger grant installation on the website. Mr. Muelver will photograph to document 2 completed grants.
- Two furniture donations were received.
- Mr. Muelver is joining the Technology committee.
- Old monitor in city storage can be donated to Highwood water department.

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

**Meeting adjourned at 8:45 pm.**