

**Highwood Public Library Board of Trustees Regular Meeting
April 24, 2023**

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

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

Public Comments - None

Ms. Hospodarsky moved to go out of order to receive the construction update and tour with WB Olsen, Ms. Regalado seconded, and the motion carried unanimously.

Construction Update

WB Olsen took the board through Phase 1 of the renovation.

YA Room: there is new window glass by the STEM lab and a door has been converted to full length window. The skate/scooter wall will be decorated with exchangeable art, assisted by HPHS Art department. The former window from office will be a display case.

Main room: popcorn ceiling removed, water suppression system installed, ramp leads to bathrooms and community room. There is an office for 2 managers and a new staff room has been created for 7 staff. Sight lines exist between YA and Children's room and there will be a desk with staff member in each room. Donor wall will be placed to the right of main entrance, and HVAC and family bathroom will be to left. Laptop bar and café will be near fireplace. Computer lab will be accessed from the new entrance, and accessible doors will be in expanded vestibule. Children's room: Kohl's Museum may provide a changeable exhibit, new stage is constructed. There is a new family restroom attached, with all new plumbing.

President's Report

Ms. Hospodarsky reported the following:

- Economic Interest forms from board members to Lake County are due soon.
- 3 trustee terms are up: Mr. Muelver and Ms. Loredo will likely renew terms. She has spoken to a potential board member for the open seat that has a needed board skill as a CPA. There was discussion on additional skills that would benefit board, such as legal, insurance, and HR experience. Volunteers and non-residents with skills could also serve on committees. Ms. Patlan noted that some grants require a 25% or 75% share of people of color on board, and/or on staff. Mr. Martinez and Ms. Cleland will also follow up with some contacts and report back to President.
- The library staff and President attended a City of Highland Park recognition ceremony for community responders to the July 4th aftermath. The library was given a commemorative box containing a city flag and certificate.
- A draft of the text on the plaque to be posted in the renovated library was prepared.

Secretary's Report

Ms. Hospodarsky moved to approve the minutes from the March 30, 2023 regular meeting, Ms. Loredo seconded, and the motion carried with Mr. Martinez and Ms. Regalado abstaining.

Communication – None

Treasurer's Report

Ms. Loreda presented the March financials and April invoices.

Several items were noted:

- In the grants accounting bonus/overtime is 400+% of budget – staff were awarded bonuses related to July 4th work and paid via various grants related to the response.
- Northwood and Oak Terrace are charging rental fees because custodian is used on weekend. St. James will also charge a fee. A grant will be able to cover Northwood fees due to budget reallocation.
- 99.5% of tax revenue has now been received
- \$7449 PPRT income was received today.

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

Director's Report

Ms. Patlan and Ms. Ramirez noted several items:

- Will not move forward on Amazon credit card approved in March as it requires link to an individual
- Medical insurance investigations will continue including whether it makes sense to link to consortium directly instead of through City, to ensure invoices are received and paid promptly. This may affect City rates so need to notify them. Enrollment period is in May.
- FOIA and transparency webpage has been created, and Ms. Ramirez and Ms. Regalado will determine if further details must be posted there.
- HRSource 2023 Library survey was completed, which allows library to see other library's compensation, personnel info, etc., but it was a large amount of work and will be reassessed next year if worth the time. HRSource may also charge more next year for services.
- Director attended a 4 day conference on racial justice sponsored by the Wayfarer Foundation. She connected with the Grand Victoria Foundation while there.
- A grant proposal was submitted today for a large grant that could also serve to bridge reimbursement timing gap between construction invoices and state grant reimbursement, but then support sustainability efforts. A decision is hoped by May 2.
- Audio is now turned on for security recordings – do signage and policy need to note recording is both audio and video?
- Ms. Regalado reported on the worthwhile Lake County Nonprofit Leaders sessions at CLC, sponsored by the Lake County Community Foundation and run by Kellogg business school. Ms. Ramirez attended all sessions, and she attended 2 that were board member education on best practices. She will email a summary to the board and request some items be discussed at a future board meeting, and also that board set a time for a strategy and risk management meeting.
- Ms. Patlan noted she is looking for funding for an outside consultant for creating the next 3-5 year strategic plan, and has a consultant in mind.

Committee Reports

Finance: Committee met to finalize the FY24 budget and thanks staff for all their work preparing the materials.

Technology: Mr. Knutson recommends acquiring a static IP address for \$300/year. This will be through Comcast and should resolve current difficulty logging into shared drive.

Old Business

- Library construction project was updated earlier in the meeting.
- Friends of the Library has a new President (Gayle Meyers) and Vice President (Kristi Winchester). Treasurer knows their audit process should start soon.
- Disclosure of staff salary greater than threshold per OMA – will review language to ensure new webpage is sufficient.
- Update on debt certificate status: Ms. Hospodarsky met with City Manager and bond counsel, and City Attorney also reviewed materials. Mr. Coren suggested City may use their reserves fund to avoid library having to spend \$7500 upfront fee plus interest on the debt certificate, to help with cash flow until grant reimbursement. This is subject to City Council approval and would be raised at their 5/2 meeting. Ms. Regalado noted this is a smart use of taxpayer money which recent aldermen campaigns highlighted. Timing is critical because May and June construction invoices will need payment – also discussing with WB Olsen. Will notify the bank when there is something to report.

New Business

The Personnel Manual review is deferred until staff can outline and supply explanations for proposed changes through Policy Committee.

Ms. Regalado moved to approve the revised Photography & Media Relations policy, Ms. Hospodarsky seconded, and the motion carried unanimously.

Debt Certificate issuance will not be approved tonight as two alternatives exist, but city attorney has reviewed and provided guidance to City.

Director review forms have been distributed to board members. Director submitted self-evaluation this afternoon. Personnel committee will compile feedback from all board members and align in May executive session.

The board reviewed the FY24 budget that had been presented in board packet. \$300 will be added for licensing an IP address as previously discussed. Big expense increases are for insurance and accounting for extra audit cost. Library strives for a balanced budget and this one has a ~\$7500 deficit, which staff feel can be covered by grants, but also shows need for an increase in tax levy. Entire FY24 budget will be approved, including operating and grant budget.

Ms. Hospodarsky moved to approve the FY24 budget as presented with a \$300 addition to the technology budget, Ms. Loreda seconded, and the motion carried unanimously by individual voice vote.

Ms. Hospodarsky moved to approve Finance committee minutes, Ms. Loreda seconded, and the motion carried.

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

Executive session entered at 8:51 pm.

Regular meeting was called back to order at 10:32 pm.

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

Meeting adjourned at 10:32 pm.