

**Highwood Public Library Board of Trustees Regular Meeting
August 24, 2020**

Present—Trustees: Janell Cleland, Diana Guerrero, Lucy Hospodarsky, Nora Loredo, Jason Muelver, Catherine Regalado; Carmen Patlan, Director;
Patricia Lenzini joined by phone, non-voting
Absent: Bertha Chavez, Barbara Cizek

Ms. Hospodarsky called the meeting to order at 7:05 pm.

Review of Library Statistics

Ms. Wigodner reviewed the new library statistics report with the board, and explained how the format matches IPLAR data needs. Board should look at current month compared to previous months, and also same month, previous year, because there are seasonal trends (this column will be added to report). There was discussion of various statistics. Card holders as a percentage of residents are low, more similar to Waukegan than neighboring communities. This could be caused by more transient community, but also residents must see the appeal of getting a card. If a patron's card expires, they receive an automated email or are called if there is no email address on file. Automatic 6 month renewal due to pandemic will be extended again to March 1. RB Digital has been cancelled and alternatives are being researched.

Public Comments – None

President's Report

- President would like board to consider changing regular meeting date to 4th Monday
- Fort Sheridan newsletter contained census mention – now deadline is September 30.

Secretary's Report

Ms. Hospodarsky moved to approve the minutes from the July 27, 2020 regular meeting, Mr. Muelver seconded, and the motion carried unanimously.

Communication: A thank you note was received from an adult summer reading program basket winner.

Treasurer's Report

Ms. Loredo presented the July financials and August invoices.

Ms. Hospodarsky moved to approve the August 2020 invoices as listed in the Check Detail, Ms. Cleland seconded, and the motion carried unanimously.

- One Zoom account has been reclassified.
- Periodicals are already at 141% of budget and some may need recoding.
- Finance committee will revisit budget as utilities at 54% of budgeted already.

Director's Report

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

- Current Highwood Census response rate is 68.5%. New videos with children's voices have been created. Could possibly have census staff with tablets at the Oak Terrace and Northwood materials pickup dates later in week.
- B&G committee: handyman cleaned gutter; ESSCO inspection of fire system completed; electrician needed for lights in office, children's and YA area.
- Overall increase in library visits over past month.
- One staff member is leaving to return to school. Two dynamic new staff members were hired and will be working with the Learning Partners program. An additional staff member will be working on adult programming and enhancing Spanish collection.
- Food distribution program continues to grow – will continue until no longer a need.
- An application for \$15000 was submitted to the HP Community Foundation to continue Learning Partners program. Chicago Community Trust provided some operating funds. "Camina a la escuela" program was also funded from a different grant, and all the programming was converted to virtual. The Library's successful outcome from the Chicago Community Trust funding will be recognized with an article and video.
- The Library was notified that the State of Illinois construction grant was approved for \$671,000, as just 1 of 17 libraries statewide to be selected. It is noted that the Library must raise \$1.3 million in matching funds within a year (beginning June 30). R3 money or other state funding, if awarded, would be excluded from this amount. A bridge loan was raised as a possibility. Lake County Community Foundation may be a source of funds.
- The library also learned of a law enacted and approved by the governor (Article 340, section 45) granting \$2 million as necessary for Highwood Library capital development via Department of Economic Commerce funds, when they become available. This was due to prioritization by our state senator to allocate surplus state funds. This money is not assured but dependent upon surplus funds and may be awarded sometime in the next 5 years.
- A grant application was submitted to install pop-up study rooms to serve as learning pods to diminish distractions for students studying in library.
- State Sen. Julie Morrison and State Rep. Bob Morgan funded the summer reading final party.
- \$3000 was received from First Bank of Highland Park due to Friends volunteer connection.
- Tech consultant is planning to travel to library in mid-September. Kindle Fires would be brought at that time. He is also helping to apply for state funding to increase internet speed (this has been budgeted but grant would save that).
- There were 0 new COVID-19 cases in Highwood 3 weeks in a row.
- Ms. Patlan volunteers her own time to chair a PPE and Education Committee for Lake County, which has distributed 70,000+ kits with PPE and educational information to Highwood families and others, funded by the Leva Family Foundation. Ms. Patlan suggested the committee approach the local 28 Mile Vodka business, which has supplied hand sanitizer at discount. Committee may apply for another \$1 million once the first grant is spent successfully. Local kits will include thermometers, now required for at-home school self certification.
- Learning pods could be hosted at the library if after 12 pm. Shop and Drop program in Highland Park may use the library for tutoring.

Committee Reports

- Policy: Four policies were revised for approval. It was noted that the Materials Selection policy is very general and a collection plan, to be developed, would be more specific.
- Finance: Committee plans to meet

New Business

Ms. Hospodarsky moved to approve the Surveillance, FOIA, Patron Copyright, and Materials Selection policies, with a change to FOIA policy to remove direct date reference. Mr. Muelver seconded and the motion carried unanimously.

There was discussion about changing meeting dates to the 4th Monday of the month. Board will try to hold the meeting on the scheduled date as long as a quorum is available. Board must choose between in person or Zoom meetings because audio is too challenging to do both simultaneously. Mr. Muelver moved to change the meeting date to the 4th Monday of the month. Ms. Hospodarsky seconded and the motion carried unanimously.

City Council will be updated on library work, including higher levels of library usage, COVID-19 efforts, other community outreach, and the construction grant news. Ms. Hospodarsky will notify the city of the construction grant right after the meeting.

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

Meeting adjourned at 9:27 pm.