

**Highwood Library & Community Center
Board of Trustees Regular Meeting – February 24, 2025**

Present—Trustees: Bertha Chavez, Janell Cleland, Lucy Hospodarsky, Nora Loredo, Paul Martinez, Jason Muelver, Nancy Pastroff, Catherine Regalado; Laura Ramirez, Director

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

Public Comments: None

President’s Report

The President and Director attended the Highwood Chamber of Commerce annual dinner. The excellent program featured a short movie about Highwood businesses.

Secretary’s Report

Ms. Hospodarsky moved to approve the regular meeting minutes of January 27, 2025, Ms. Loredo seconded, and the motion carried.

Communication

Ms. Ramirez reported on some solicitations received.

Treasurer’s Report

Ms. Loredo presented the January financials and February invoices.

- Website fee is for 3 years, causing it to be higher than annual budgeted amount.
- Library saved \$659 on treasurer’s bond reduction due to new law.
- Final payment to IDES for an employee will be electronic.

Ms. Hospodarsky moved to approve the February 2025 invoices as listed in the Check Detail, Mr. Muelver seconded, and the motion carried unanimously.

Ms. Hospodarsky moved to approve a \$2965 electronic payment to IDES, Mr. Muelver seconded, and the motion carried unanimously.

Director’s Report

Suggestion box comments were reviewed, including a Spanish programming suggestion, and some operation concerns. Director will investigate if tutoring is happening at fireplace and interior appearance through windows.

Ms. Ramirez shared additional items to her written report:

- Extensive issues with HVAC system continue and have caused building closures. B&G Committee and President have been very helpful in working with general contractor, which is now providing daily updates. Staff have been impacted by temperature extremes.
- Auxiliary heating units have been supplied. Main HVAC unit on roof needs a variable speed drive replacement, hoped to arrive this week. Middle unit is also being evaluated.
- The front door is now repaired. It was noted that a further repair should be done so that door opens without delay.
- Two printers are nearing end of life. Technology consultant is advising on properly sized printers for replacement. He will be coming next week.

- The Kohls Children’s Museum refreshed the theme in Children’s Room display to match the summer reading theme.
- A case management success story was shared, where clients were connected with HACES organization.
- The HP Library cancelled their Mexican consulate event and on short notice the HLCC team enabled the event to be rescheduled at another site and assisted via digital navigation with many appointments. 850 different documents were received by visitors.
- Facebook is being used for informational/programming announcement posts. For this reason, comments will be turned off. Policy Committee will clarify this policy.

Committee Reports

Finance: Ms. Pastroff reported on the Committee’s meeting immediately before. They will confirm the L&A invoice recently received for an earlier period. They also discussed electronic banking and separation of duties; this change will mean a change in bank account type. Committee feels new accounting firm is working well. FY23 audit should be completed imminently. Library should obtain electronic copy of audit package from City when complete.

Old Business - None

New Business

Board held discussion of library card policy. The policy had been updated to clarify that print material will be available to reciprocal borrowers. There was a question on examples of exceptions. HLCC staff members have access to materials. The Board felt a D113 teacher could check out materials under their card and be responsible if they make available to students.

Ms. Regalado moved and Mr. Muelver seconded that the library maintain the current policy of not offering library cards to non-residents; the motion carried unanimously.

Ms. Regalado moved to approve the presented Library Card policy, Ms. Cleland seconded, and the motion carried unanimously.

Ms. Pastroff moved to approve the use of online banking for bill payment. Mr. Muelver seconded, and the motion carried unanimously.

The board conducted the semiannual review of closed meeting minutes.

Ms. Regalado moved to maintain the status of currently closed executive session minutes, Ms. Hospodarsky seconded, and the motion carried unanimously.

Ms. Hospodarsky moved and Ms. Regalado seconded to adjourn the meeting.

Meeting adjourned at 7:47 pm.