

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

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

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

Public Comments – None

President’s Report

Ms. Hospodarsky reported on the following:

- President and Treasurer took Ms. Patlan out for a farewell and thank you dinner.
- President attended the Volunteer Appreciation reception hosted by the Adult Programming staff, headed by Aurora Santos. She shared how well it was organized and how well it was received by the volunteers who attended.
- President and Ms. Ramirez are meeting weekly during the transition to Executive Director and she gave an overview of these meetings.

Secretary’s Report

Ms. Ramirez suggested revisions in several areas of the monthly minutes. Ms. Hospodarsky moved to approve the revised minutes from the June 26, 2023 regular meeting, Ms. Loredo seconded, and the motion carried unanimously.

Communication

Director read a note from a donor thanking us for providing the programming that helped someone dear to them gain their citizenship.

President shared information from City Manager about an increase in the cost of the auditor. Our portion will be approximately \$25,500 – up from \$8600 last year. Ms. Hospodarsky will confirm the previous payment amount with the Business Manager. Ms. Ramirez shared that in her past work for a non-profit, the audit fees were in the range of \$20,000. This helped give perspective. Mr. Muelver suggested that President ask Mr. Coren two additional questions: 1) Is this a flat rate or hourly cost? And 2) Did the City’s rate increase at the same %?

Ms. Ramirez shared that the State generally allows 6 months past fiscal year to file the report but given the shortage of auditors, they are allowing 9 months this year.

Treasurer’s Report

Ms. Loredo presented the June financials and July invoices.
Ms. Hospodarsky moved to approve the July 2023 invoices as listed in the Check Detail, Mr. Muelver seconded, and the motion carried unanimously.

Director’s Report

Ms. Ramirez noted several items:

- Phase I of the renovation is on target for 7/31 completion.
- First two weeks of August, they will begin to set up in the newly renovated spaces.
- Jim Knutson plans to return the third week of August with new phone systems.
- Ms. Ramirez, Mr. Martinez and Mr. Muelver gave a brief overview of the City/Library Working Committee's first 2 meetings.

Committee Reports

Finance: met 1) to approve contractor payment that was omitted from the June Board meeting invoices and 2) to agree to get quotes to increase insurance to meet statutory requirements.

Personnel: They are in the process of hiring the Children and Teen Services Librarian. There are several highly qualified candidates.

Old Business

Friends' updates: They are planning a ribbon cutting celebration in October.

New Business

- We are obtaining 3 quotes for the library furniture. There is concern regarding delivery dates and library opening.
- There was a discussion regarding a final payment for former Executive Director. Ms. Hospodarsky moved and Mr. Muelver seconded to approve PTO payment (8 vacation + 3 personal) as calculated by the Business Manager and a final bonus of appreciation for \$15,000 net. Motion carried.
- Ms. Hospodarsky moved and Mr. Muelver seconded the following slate for Executive Board positions:
President: Lucy Hospodarsky; Vice-president: Janell Cleland; Secretary: Catherine Regalado; Treasurer: Nora Loredo.
The motion carried. Continuing President discussed the importance of our creating a succession plan, especially for President and Treasurer, and she distributed a packet that outlines the responsibilities of Board Trustees. This understanding will help us in recruitment of Trustees and will help current Trustees to reflect on the time we have to commit to this role.
- Ms. Hospodarsky moved that we promote Laura Ramirez to from Assistant Executive Director to the position of Executive Director. Mr. Muelver seconded and the motion carried.
- We are waiting on responses from insurance broker in order to discuss increased coverage for the Treasurer Bond.
- No changes at this time to Library By-laws.
- The discussion on use of the City auditor firm was tabled until we have questions answered.

Ms. Hospodarsky moved to go into Executive Session for 5 ILCS 120/Sec 2(c) 1 for discussion of personnel. Ms. Loredo seconded and the motion carried unanimously.

Executive session entered at 9:26 pm.

Regular meeting was called back to order at 9:37 pm.

Ms. Hospodarsky moved to promote Ms. Ramirez to the position of Executive Director, with an annual salary of \$114,800, effective July 24, 2023. Mr. Muelver seconded and the motion carried unanimously.

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

Meeting adjourned at 9:39 pm.