

**Highwood Public Library Board of Trustees Regular Meeting  
May 24, 2021**

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

**Ms. Hospodarsky called the meeting to order at 7:26 pm.**

**Public Comments:** None

**President's Report**

- The Friends of the Library committee needs volunteers to serve on committees for Community Outreach, Donor Stewardship, and Social Media/Publicity.
- Ms. Lenzini will not be renewing her library trustee term due to Celebrate Highwood commitments, so there is an open Trustee position. The other 2 term renewals will be considered at June 1 City Council meeting.
- President and Director attended City Council Strategic Planning annual session last week, shared the news about the IMLS award and matching grant success, and communicated the 3 year staffing strategic plan being considered.
- June 11 will be a board and staff celebration. Board contributions will be solicited on Google doc. President requests board to check library email daily.

**Secretary's Report**

Ms. Hospodarsky moved to approve the minutes from the April 26, 2021 regular meeting and May 6, 2021 special meeting, Mr. Muelver seconded, and the motion carried unanimously.

**Communication:** IMLS has communicated that the award celebration usually held in Washington D.C. unfortunately will be virtually hosted this year because of the pandemic. US Rep. Brad Schneider's office will host a celebration of the award locally with some government dignitaries.

**Treasurer's Report**

Ms. Loredo presented the April financials and May invoices.

- Almost all tax levy amount has been received.
- Mr. Muelver updated on grant report changes he is working on, including reporting out per program. He needs the grant accounts on the revenue side of the P&L. Next board meeting agenda will contain a motion to create another bank account for incoming grants, excluding state grant. A separate payroll account may not be necessary. Finance Committee will meet to clarify plans, and will invite accountant.
- Finance annual report is in progress.
- USA Today subscription with 2020 bill has been extended for when library was closed.

Ms. Hospodarsky moved to approve the May 2021 invoices as listed in the Check Detail, Ms. Cizek seconded, and the motion carried unanimously.

**Director's Report**

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

- The framed IMLS medal and certificate were shown to the board. These would normally be presented to the Director and Board President at the White House. There will likely be a virtual program now for the 6 national recipients. Over the past 25 years' history of the award no more than 150 libraries nationally have been recognized. This year was even more competitive with only 3 libraries awarded. Media recognition includes Patch, Tribune, ILA Reporter, Dick Durbin's twitter. Staff will compile a digital scrapbook of the recognition.
- 845 Design blueprints will continue to be used for storage room build. Food distribution will wind down in June because of diminishing need and construction, and clients will be referred to other distributors.
- 845 Design Group and WB Olsen will discuss construction plans at Staff meeting.
- Upcoming vaccination event for 200 will probably be the last event. LCPH will partner with library for mobile units to vaccinate as needed. In total, 1400+ people were vaccinated with library and 3000 were referred to AllVax.
- Learning Partners working with Walgreens on an employment portal for library referrals.
- IMLS award comes with \$10,000 prize, but an application is needed.
- B&G worked on watering new plants. External spigot needs to be replaced. Plumbing quotes are being obtained for periodic jetting to clean out bathroom pipes. It was noted there is no cleanout valve but these are expensive to install. After discussion, a quote will be obtained for changing out piping to wider diameter.
- Heart of America Foundation has agreed to work with the library. They will raise donor awareness, leverage best pricing, provide volunteers, help pack up books, and manage contractors.
- \$20,000 from LCCF for general operating costs was awarded. \$10,000 from IMLS will be designated to support a grant writer as Ms. Dominguez is leaving for a Washington DC fellowship (but will stay on as a contractor for fewer hours).
- \$10,000 was received from the Latino Endowment Fund for the Abriendo Puertos program; some programming will need to be reduced.
- New staff member will look to increase adult programming.
- Staff reviews were completed. Director completed her SMART goals, and staff goals will cascade from those.
- Director was interviewed by students from the School of Public Health at Harvard about what strategies worked for vaccination process.
- Wellness Fair will be held 6/12 in conjunction with the neighboring Church of the Redeemer.
- Director will be on vacation for June board meeting.

### **Committee Reports**

Policy: annual report available. No policies for review until next month.

Technology: annual report available. Next meeting when Mr. Knutson in town in June, for technology strategic plan.

### **New Business**

Annual Reports: The President's annual report is in draft form and she asked for board feedback. Finance and Personnel reports are in progress. B&G committee needs a new chair or co-chairs, and the annual report. Director's, Policy, and Technology reports were in board packet. All will be posted on the website, retaining the past four years.

The president presented the nominations for the executive board slate: Lucy Hospodarsky, President; Janell Cleland, Vice-President; Nora Loreda, Treasurer; Catherine Regalado, Secretary.

Ms. Hospodarsky moved to approve the executive board slate, Mr. Muelver seconded and the motion carried unanimously.

Strategic planning session: Current strategic plan was for 2018-2021. It can be modified and readopted for 3 years. Director and Ms. Wigodner have offered edits, which will be shared with Board, who will meet for 1 hour to review and finalize. Discussions should reflect that library will also be a community center.

Plans for building renovation planning: Weeding will occur, especially from Children's department. Weeded materials will be donated via a Walla cart. Library will share renovation progress with public. There was a Pinpoint survey taken when director first started. Director will share this with board as they weren't involved with process. President will send City Council a draft of construction plans. Staff, who know library and service delivery best, will provide input. Director will follow up with WB Olsen and Ms. Cizek will talk to plumbers.

Ms. Patlan left the meeting.

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

**Executive session entered at 9:25 pm**

**Regular meeting was called back to order at 9:45 pm.**

There was further discussion on adopting the sustainability budget at the next regular meeting. Funding should be in the bank prior to adopting the sustainability budget. The board is in agreement with the concepts in the sustainability budget and now implementation timing must be determined based on funding and its availability. However, salary increases would be retroactive.

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

**Meeting adjourned at 9:54 pm.**