

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

Present—Trustees: Lucy Hospodarsky, Nora Loredo, Paul Martinez, Nancy Pastroff, Catherine Regalado; Laura Ramirez, Director; Highwood resident Beth Anne Chmara  
Absent-- Bertha Chavez, Janell Cleland, Jason Muelver

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

**Ms. Cleland arrived at 7:11 pm.**

**Public Comments:** Ms. Chmara introduced herself and expressed interest in the Library Board.

**President's Report**

- Friends received a gift in memory of a board member's parent.
- If they can, board members should arrive at 6:30 pm prior to December 15<sup>th</sup> monthly meeting to dedicate/hang the plaque in honor of Fred Thomas.
- Staff party will be 5 pm on December 5. Ms. Loredo can help with setup.
- President talked with City Manager and Mayor about whether City Council had considered a statement or ordinance regarding immigration enforcement They are not considering it at this time.
- The privately funded toiletry pantry has been expanded to food aid. The Library will offer summer lunches for children next summer.
- To adapt to current environment, home delivery of materials has begun. Health and wellness and art programs are being planned out to begin virtual programming in the near future. The staples pantry is running. All these actions and services show HLCC's position, but it was recommended to make the mission/vision/values more visible on the website and consider creating an award to recognize these values.

**Secretary's Report**

Ms. Hospodarsky moved to approve the October 27, 2025 regular session minutes, Ms. Loredo seconded, and the motion carried unanimously.

**Communication:** potential volunteers and Foundations have reached out to Director and President. The Friends website has been updated with donation options.

**Treasurer's Report**

Ms. Pastroff presented the October financials and November invoices.

- Tax revenue income is still low.
- There was a question on where fax revenue is recorded. Photocopier income line could be renamed to photocopy/scan/fax.
- The \$150 false alarm reimbursement could be reclassified to offset the charge.

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

**Director's Report**

Ms. Ramirez highlighted items from her written report and there was discussion:

- New volunteer Lorena Bacci has solved daily newspaper issue and a handyman need; Volunteer coordinator role may transition to a member of the Friends board.
- New HVAC unit causing vibration at front doors.
- Engberg Anderson assessment notes additional thermostats and VAV boxes are needed because current layout is lacking. Flat roof above meeting room needs attention.
- Move to electronic payments has been difficult.
- A clinic for power of attorney and citizenship paperwork was hosted at Church of the Redeemer and was well received.
- Statistics report is missing total reference transactions, which may be a compiling miss as data is within report.

### **Committee Reports**

Finance: met just before meeting and reviewed FY26 funding. HLCC has been invited by 2 grantors to apply for additional funds for community response. FY25 audit will be starting very soon. They approved replacing the community room projector, screen, and speakers with funding received to better accommodate trainings.

Policy: met to prepare policies for this meeting. Proposed Closure Calendar is per personnel manual and tracks HPPL. Because Friends donated additional hotspots, the Hotspot Loan and Loan Periods policies needed updates. A new sentence was added to Patron Code of Conduct related to law enforcement carrying weapons onsite. Unattended Child policy had minor language updates.

Technology: had a very successful meeting working with the Tech consultant. They discussed new technologies, maintenance, and upgrades rotation. 12+ laptops/Chromebooks have been donated and are being refurbished. Three laptops have been distributed to counseling clients.

**Old Business**- None

### **New Business**

Ms. Hospodarsky moved to approve the following policies as presented by the committee: Patron Code of Conduct; Portable Devices and Hotspot Loan; Material Loan Periods and Fees; Unattended Child; Abuse and/or Neglect Recognition, Prevention, and Reporting. Ms. Cleland seconded, and the motion carried unanimously.

Ms. Hospodarsky moved to approve the 2026 Closure Calendar. Ms. Regalado seconded and the motion carried unanimously.

The Director noted that solicitation appeals have been mailed to potential donors, and the income received will be directed to Makerspace program and community response efforts.

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

**Meeting adjourned at 8:25 pm.**