

**Highwood Public Library Board of Trustees Regular Meeting
October 24, 2022**

Present—Trustees: Bertha Chavez, Janell Cleland, Lucy Hospodarsky, Nora Loreda, Paul Martinez, Catherine Regalado (by phone), Lorena Victorica; Carmen Patlan, Director; Laura Ramirez, Associate Director

Absent: Diana Guerrero, Jason Muelver

Ms. Hospodarsky called the meeting to order at 7:03 pm.

Public Comments – None

President's Report

- Ms. Hospodarsky, Ms. Patlan, and Ms. Ramirez met with the Mayor and City Manager in advance of City Council tax levy meeting. Topics included the campaign for sustainability and future IMRF plans with 13 library staff eligible. Library will provide monthly updates to the City. They also attended the City Council meeting where the library tax levy increase was passed unanimously, and then closed with a renovation update to the Council.

Ms. Guerrero arrived at 7:05 pm.

- Ms. Hospodarsky had shared a RAILS trustee training webinar opportunity with the board. IPLAR report does track trustee training/professional development. She will investigate if sessions will be recorded for those who can't attend live.
- The president noted that parking lot line repainting is on city's project list.

Secretary's Report

Ms. Hospodarsky moved to approve the minutes from the September 26, 2022 regular meeting and October 11, 2022 special meeting, Ms. Victorica seconded, and the motion carried unanimously.

Communication:

Ms. Patlan received a FOIA request regarding renovation and required union hires. WB Olsen will provide a statement in a response due 10/26.

Treasurer's Report

Ms. Loreda presented the September financials and October invoices.

Ms. Hospodarsky moved to approve the October 2022 invoices as listed in the Check Detail, with exception of check #2382 dated 10/20/22 for \$126.91 to Alexandra Dayton, which was a duplicate. Ms. Guerrero seconded, and the motion carried unanimously.

Several items were reviewed:

- Insurance items have now been sorted out so not negative in financial reports.
- GWA will only administer IMRF for the library, because they are city's agency.
- Lower priority items for accountant, who is very busy now: adding periodical subscription ranges in the memo line; changing Aerex billing cycle so late fees not incurred from board bill approval timing.

- 96.5% of expected tax revenue was received to date.
- 2 \$0 lines in financial report represent voided check.
- \$3932 for IRS/FICA withholding deferred due to pandemic now due – money is available.
- 2 new money market accounts now reflected in the balance sheet, and will be managed to keep total below the FDIC insurance limit.
- Bulk ESL textbooks purchase was charged to Operations because students will purchase these from library and reimburse.

Director's Report

Ms. Patlan referred the board to her written report. Ms. Ramirez provided a library construction update.

- Because construction costs continue to rise, WB Olsen put out a public request for bids as a base bid plus 16 alternate projects. At the bid opening 40+ companies bid on 120 different projects. It is a complicated review for Olsen but it now appears all projects can be included in scope with current budget.
- Some programming is already offsite and the remainder will be as of November 1. Health equity programs are at the Church of the Redeemer. Adult literacy and children's department will be at Oak Terrace. Mini-library remaining will always have 2-3 staff.
- Jim Knutson is wrapping up his onsite IT work for mini-library very soon.
- Transitioned to new payroll company and timekeeping process.
- New organizational chart was created, which board agreed is a helpful visual aid.
- Ms. Ramirez reported that the staff in-service days were very beneficial to help move staff to a shared set of goals and vision, and she thanked board/donors for gift baskets. She has already observed improvement and growth in working together. This will also help all staff manage change in the middle of chaos, with construction. There will be a follow up staff event with the facilitator the morning of November 4. Ms. Hospodarsky can speak if needed.
- Remote staff member Rachel was able to join the staff events in person. While she takes leave in the next few months, help will be needed with social media, programmatic flyers, and newsletter text.

Committee Reports - None

Old Business – covered under Director's Report

New Business

The Personnel Policy was updated to reflect new payroll and timekeeping process, and new organizational chart. Ms. Hospodarsky moved and Ms. Cleland seconded to adopt the revised personnel policy. The motion carried unanimously. Final version will have position titles only in the organizational chart.

Current partnership with HP Library on issuing library cards has been successful and will continue. Ms. Hospodarsky moved to approve a Memorandum of Understanding (MOU) with Highland Park Public Library for library cards, Ms. Guerrero seconded, and the motion carried unanimously.

During the meeting check #2382 was researched and found to be necessary to issue. Ms. Hospodarsky moved to reinstate check #2382 to Alexandra Dayton, Ms. Loredó seconded, and the motion carried unanimously.

Calendar of 2023 closure dates will be on November agenda.

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

Meeting adjourned at 8:18 pm.