

**Highwood Public Library Board of Trustees Regular Meeting  
April 25, 2022**

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

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

**Public Comments** – None

**President’s Report**

- Reminder that Statement of Economic Interest is due in May and form is slightly changed this year. It covers previous year so newest trustees do not have to complete but former trustees do.
- Ms. Patlan and Ms. Regalado attended the memorial for former employee, volunteer, and donor Ferguson Mills, and Ms. Hospodarsky sent a letter to the family.
- President and director updated board on staff member with family medical issues requiring her to move back to her former home. A GoFundMe page raised funds to help.
- Friends group is waiting on production of Friends Discount Card and will then launch membership drive. President requests each board member get 5 new members and engage the community. City’s Wednesday Gourmet Market starts June 8 and Friends will have a table there on June 15.
- May board meeting is Annual Meeting. Committee chairs submit annual reports and the board elects officers. Director’s annual report will include financial report this year.

**Secretary’s Report**

Ms. Hospodarsky moved to approve the minutes from the March 28, 2022 regular meeting, Ms. Loredo seconded, and the motion carried unanimously.

Director prefers to delay new logo/letterhead until reveal of the completed renovation. She will investigate steps to begin changing name to Highwood Library & Community Center on official documents like IPLAR, RAILS, building title. Could use new name but omit logos for now.

**Communication:** None

**Treasurer’s Report**

Ms. Loredo presented the March financials and April invoices.

- Change copier charge from lease to owned equipment line.
- Unemployment charge from last month, continued again this month, was a Payroll error. Accountant will fix with payroll company and library will be reimbursed.
- Technology consultant reminded to submit final invoices for FY22.
- Friends will give \$5000 as budgeted for FY23 but this will not come in FY22 due to capital campaign efforts.
- The new no-fine policy will begin in May.

- Financial scope has grown because of grant influx and \$4MM renovation project. Part-time accountant has been hired and will handle grant expenses. Current firm will continue with payroll for now and for CPA consultation. A transition schedule is being created.

Ms. Hospodarsky moved to approve the April 2022 invoices as listed in the Check Detail, Ms. Guerrero seconded, and the motion carried unanimously.

FY23 budget will be approved at May board meeting. Finance committee is awaiting final numbers for some items like: lower medical insurance rates, lower IMRF rates (researched by Ms. Wigodner), and new contract at reduced scope from accounting company.

### **Director's Report**

Ms. Patlan highlighted some items from her monthly report.

- DCEO grant approval has languished as successive grant managers have left the DCEO. Grant is not yet to Governor's office. Bidding process is on hold until there is progress with the grant approval.
- Director was selected to speak to Red Oak Special Education Homeroom Heroes program.
- Director is modifying dates on some library goals.
- Staff evaluations are being prepared, to be completed before FY23 first payroll, to reflect any merit increases.
- 3 staff members, 2 of which are licensed clinicians, have been hired under Northshore Health System grant. Currently they are working on intake process and other steps to obtain liability insurance. Northshore created a video about the library's grant.
- Workforce development program is ongoing, with staff helping residents with resumes.
- City Hall basement will be used for storage during renovation.
- A grant researcher was subcontracted, with work billed to IMLS award. There is a lot of grant writing, and currently 15-18 grant sources. New text needs to be created for new programming like play therapy for kids.
- The summer reading program is all planned and kickoff is set for June 11.
- Staff will ensure new daytime child reading programs are advertised to public to expand reach beyond daycares.
- Material Posting policy prohibits posting of help wanted ads. Six Flags ads will be removed, but could be added to binder at circulation desk containing job openings.

### **Committee Reports**

Policy: Committee created new board meeting calendar for approval. It does change meetings from last Monday of month to 4<sup>th</sup> Monday of month to avoid holiday conflicts. Next month board will approve Policy on Meetings via Electronic Means, Materials Selection Policy, form for Request for Reconsideration of Materials, and Gifts and Donations Policy adding a naming term of 20 years.

### **New Business**

Ms. Regalado moved to approve the FY23 Board meeting calendar, Ms. Hospodarsky seconded and the motion approved unanimously.

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

**Executive session entered at 9:03 pm.**

**Regular meeting was called back to order at 9:19 pm.**

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

**Meeting adjourned at 9:19 pm.**