

**Highwood Library & Community Center
Board of Trustees Regular Meeting – August 25, 2025**

Present—Trustees: Bertha Chavez, Janell Cleland, Lucy Hospodarsky, Nora Loreda, Catherine Regalado; Laura Ramirez, Director
Absent-- Paul Martinez, Jason Muelver, Nancy Pastroff

Ms. Hospodarsky called the meeting to order at 7:01 pm

Public Comments: None

President's Report

- President is working to relaunch the Technology committee for this fall.
- The Pasquesi family inquired about copies of their WWII related historical letters on loan to the Library. These have now been located post-renovation. There was discussion on programming or a temporary exhibit before seeing if Historical Society would keep.
- Strategic planning session kicked off Sunday and participants were very pleased with leader and progress. 2nd session is September 21. Board will then have a special meeting to review results as a group.

Secretary's Report

Ms. Hospodarsky moved to approve the July 28, 2025 regular session minutes, Ms. Cleland seconded, and the motion carried unanimously.

Communication

Director connected with vendors and volunteers, and met with D112 representatives to improve communication. A certified letter sent to all taxing districts was received from KT&J legal firm.

Treasurer's Report

The July financials and August invoices were presented.

Police department billed \$150 for a false burglar alarm, 3rd at the library. First 2 were employee error and new procedure is in place. 3rd's cause was Vivint equipment malfunction, so that vendor will reimburse.

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

Director's Report

Ms. Ramirez highlighted items and added notes from her written report:

- Business Manager is working on an Accounting Procedures Manual, per input from auditing firm.
- Noticeable increase in wireless usage.
- Technology consultant applied for E-Rate because the application process was newly streamlined this year, and this cut internet charges in half.
- Lake County Workforce Development provided summer jobs to 2 teenagers, and HLCC wants to continue program next year as it was very successful.

- Some future funding opportunities: expand digital navigation beyond the 96 laptops to the community; continue to address food insecurity beyond the 1396 lunches provided this summer – Cooking Club to teach/provide teens an evening meal on a budget; programming to include food during school breaks.
- ~300 attendees at summer reading finale
- Bipartisan legislation drafted by Illinois Secretary of State Alexi Giannoulias, designed to improve security at libraries and enhance safety for librarians, was recently signed into law.
- Ms. Ramirez attended Global Leadership Conference courtesy of a donor, and will share a recording link with the Board.
- FY27 budget draft will be ready by the end of this month. Friends group and Finance Committee will review. Board will review in September for City Council in October.
- Hoopla and Boundless usage is over budget so Kanopy addition will be postponed. Survey responses showed interest in returning Libby as well. User monthly limits are possible.
- HLCC website now offers state provided databases. Staff will be trained in September.
- Board has opportunity to watch The Librarians documentary through ILA in Rosemont.

Committee Reports

Building and Grounds: Ms. Ramirez reported that Committee is working on reimbursement from Stanley Door, researching pressure washing companies, and getting quotes for DCEO funding for electrical, external cameras. HVAC system is now working so maintenance proposal can be considered! There are just 2 remaining building issues WB Olsen will address.

Old Business

Patron survey update: 185 responses received. Data was reviewed at Strategic Planning session.

New Business

Ms. Cleland attended the ALA Trustee Day and reported on workshops she attended. FOIA and Characteristics of an Effective Board were two helpful ones.

The Board reviewed Northern Weathermakers HVAC maintenance proposal recommended by B&G Committee.

Ms. Hospodarsky moved to accept the Northern Weathermakers maintenance contract proposal, Ms. Loreda seconded, and the motion carried unanimously.

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

Meeting adjourned at 8:12 pm.