

**Highwood Public Library Board of Trustees Regular Meeting
January 25, 2021**

The meeting was held by Zoom teleconference due to the Covid-19 pandemic.

Present—Trustees: Barbara Cizek, Janell Cleland, Diana Guerrero, Lucy Hospodarsky, Nora Loredo, Jason Muelver, Catherine Regalado; Carmen Patlan, Director; Jackie Kaweck, resident

Absent: Bertha Chavez, Patricia Lenzini

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

Public Comments: Jackie Kaweck, a resident, introduced herself and her interest in the library.

President’s Report

- The president and director will attend the Chamber of Commerce annual meeting on 2/11.
- Capital Campaign update: campaign meets twice a week, with committee, and with core group and consultant. The campaign materials are available on the Friends website and a video will be created. In first phase high level donors will be solicited; public phase will start nearer to March. Including state-matched grant, we are already at 40% of target.

Ms. Lenzini joined the meeting at 7:12 pm

Secretary’s Report

Ms. Hospodarsky moved to approve the minutes from the December 28, 2020 regular meeting, Ms. Loredo seconded, and the motion carried unanimously by roll call.

Communication:

The president had a discussion with an IMET attorney. There is an ongoing mediation for some parties to receive some insurance money from the fraud, so a possibility of more money recovered for all in the future.

Treasurer’s Report

Ms. Loredo presented the December financials and January invoices.

- Bill for \$2200 from BKD CPAs and Advisors was passed on from city to library, for audit of Friends group as part of annual City of Highwood audit, because City considered this out of scope for their audit. There was some discussion on responsibility for the cost between city and library. The Friends group raises a lot of money through grants, and will have to do their own audit in the future. Invoice had no detail so president will ask the city manager or finance director to get more information. This will also help library and Friends minimize cost moving forward. Library accountant will also investigate with auditors for next year, and will find out threshold to trigger audit, and what level of funds requires audited annual report. We will try to time audit of Friends before City audit, to share information and minimize future costs.

Ms. Hospodarsky moved to approve the January 2021 invoices as listed in the Check Detail, excluding check #1957 for \$2200 to BKD CPAs and Associates. Mr. Muelver seconded, and the motion carried unanimously by roll call.

Director’s Report

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

- Library will be reopening on February 8th with regular hours.
- eRead (Axis 360) cost increased and is getting increased usage during pandemic.
- YA space is getting learning pods installed, new technology, and new furniture, with almost \$60,000 spent in space, all funded by grants.
- Exterminator has visited because mice found, and will block small hole in storage room.
- Community Development Block Grant (CDBG) application to fix exterior rotten wood is submitted, to be able to mount wireless antennas.
- Vestibule renovation could be reimbursed later by any CDBG money received once work is completed as part of building renovation plan.
- Estimated \$53,000 is needed to renovate the back room for food distribution. This will be partially covered by the Grainger grant. A CDBG grant has been requested for remainder.
- Per Capita Grant is due March 15. The amount has increased to \$7972 this year. Next year amount is expected to decrease when likely lower Highwood census numbers are used.
- Library did not qualify for CDBG money for fixing the sewer line.
- Library will help residents with AllVax vaccine registration, using Census grant tablet computers as permitted. Director is working to see if library can be a vaccination site.

Committee Reports

Policy: A new Public Comment policy was drafted, as recommended by RAILS lawyer.

New Business

- The board began discussing "Serving Our Public 4.0: Standards for Illinois Public Libraries" to comply with the Per Capita Grant application. Each chapter has a compliance checklist. Board members will let the director know of any weaknesses and suggestions to improve. Board considered reviewing each chapter at a board meeting, or each board member taking on a chapter. There was discussion of a Capital Asset plan (which will reset if grants are approved) and a Technology plan. Mr. Muelver will create a Google doc for board members to take chapters, due 3/1. Director will share grant questions (due March 15) with the board.
- Ms. Hospodarsky moved and Ms. Regalado seconded to approve the new Public Comment Policy. The motion carried unanimously by voice vote.

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

Meeting adjourned at 8:35 pm.