

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

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

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

Public Comments – Robert Freeman, Board President, Waukegan Public Library, was visiting.

President’s Report

- Ms. Hospodarsky has been reappointed to the Board by the City Council.
- Last week Ms. Hospodarsky and Ms. Patlan attended the reception for IMLS winners at the Larz Anderson House in Washington, DC, along with Pablo Alvarez from HPHS. They also attended the congressional hearing on gun violence the previous day, where Highland Park officials spoke. The President posted the IMLS recognition to Facebook to remind the public of the library’s win, and included info on volunteering and a link to the Friends for donating.
- A Friends board member has created a Google drive document for volunteers to sign up to help at the circulation desk while staff are currently stretched providing counseling services to the community. Current needs are Saturday afternoons and T/W/R evenings to help when children are here when parents are at counseling. It was noted that some find the library a more welcoming environment than the larger center at HPHS. A Meal Train was organized through community/social media through end of month to help feed kids during the day. This could be renewed through August.
- The President expressed her sympathy to board members and staff who were at the HP 4th of July parade, and praised the response of the library to help the community.

Secretary’s Report

Ms. Hospodarsky moved to approve the minutes from the June 27, 2022 regular meeting, Ms. Guerrero seconded, and the motion carried unanimously.

Communication:

Alderman Peterson sent a nice note to Ms. Hospodarsky, who was reappointed to the library board at the last City Council meeting. He had also met with the Director earlier in the month and worked as a volunteer to prepare storage shelving.

Treasurer’s Report

June financials and July invoices were presented.

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

Several items were reviewed:

- The PPRT has been recoded to property taxes
- Accountant is still trying to adjust negative amounts in dental/vision insurance in reports.
- Ms. Hospodarsky will confirm the USA Today memo item is corrected from last month.

- Ms. Wigodner reimbursement memo line was fixed but the item will remain in Maintenance Services Interior, not moved to Renovation Expense, because moving expenses is not a category for the DCEO grant.
- The disputed and subsequently withdrawn IDES claim has been paid but waivers have been submitted to receive reimbursement. HR Source has been consulted.
- Patrons will reimburse library for payments to ILL libraries for lost/damaged books.
- Ms. Rodriguez will investigate the standing order for Library Guild vendor, which was twice the amount of previous years, but could have been due to different categorizing in the past.
- The Director/Associate Director bonuses should be in bonuses category, not charged to grant.
- Library board expense covered Ms. Hospodarsky's airfare to the IMLS reception.

Director's Report

Ms. Patlan highlighted several items from her extensive report.

- DCEO still has not communicated any change on the grant status. Mr. Knutson is waiting to hear results to time his visit.
- She arranged with Scopoletti to handle front landscaping as construction has been delayed; there are continued issues with plumbing that staff has had to handle.
- Staff was grateful to have received ALICE training the week before July 4th parade, and know how to react.
- Grainger awarded an increased \$75,000 grant (increase) for early childhood learning and workforce development, an expanded scope; Wayfair awarded a \$50,000 grant for general operating funding.
- The Health Equity programming has begun, including family programming at Everts Park. Having this team in place allowed the library to respond very quickly to help community following July 4th shooting. The Library especially helped with Spanish language communications to share resource information to immigrant families. Ms. Patlan was also involved in a round table response to include those families, including those from Highwood.
- The main government expert recommended a storefront for long term counseling and support. Thus the Resiliency Center/ Navigation Center was quickly opened at Lincoln School with a satellite location at HPL doing case management. United Way/211 is part of process for after-hours calls. HPL has served 226 people the first week after the shooting, 205 the second week, and 116 people the third week, for 547 served in total from July 5 to current. The majority of these are Spanish speaking, and receiving counseling and case management, with services offered at Church of the Redeemer and at Oak Terrace spaces. These victims are being linked in with State's Attorney and Victim's Services to make sure unique/first time visitors are counted and provided all of their resources, but are also being offered additional resources like Legal Aid and information on U-visa.
- Ms. Chavez noted that Highwood has been a resource for communities from the north, especially previous residents who moved away but are comfortable with the resources here.
- The HP Community Foundation has set up the Shooting Response Fund for those with physical injuries. 2 information sessions (1 English, 1 Spanish) will be held at the library. Ms. Alvey will work with victims and Foundation for application process, as case manager.
- The Library team had to put their own trauma aside to support the community. Counseling was offered to staff and overnight retreat is on hold – may become a 1-day retreat focused on managing/prioritizing expectations. Ms. Ramirez will share list of ideas to support staff or

improve their space; Friends is organizing staff gift baskets but can work with directors on staff's expressed needs.

- Church of Redeemer's interim pastor is very supportive of the library space arrangements.
- District 112 will run a school supply drive but Library cannot help with space currently.
- New library logo templates will be saved on the shared drive. There is a new Marketing folder that includes publicity, which is also placed on the website.

Committee Reports - none

New Business

Ms. Regalado moved to approve the Patron Copyright and Security Camera policies without change. Mr. Muelver seconded and the motion carried unanimously.

Mr. Muelver reported that he discussed insurance coverage for our invested public funds with the City Manager. Wintrust is familiar with this process and formulates a series of collateral for balances over the FDIC limit. Ms. Regalado suggested tabling the policy again until August meeting. Finance Committee will continue to investigate with the bank and create operational policies to document the process.

There was discussion on entering into an interlibrary agreement with Illinois Libraries Present, offering high quality Zoom programming of author visits. This fee should be included in future budgets. Ms. Ramirez will clarify length of term and start/end dates, but the \$150 fee is expected to cover 12 programs per year, with ability to leave agreement on renewal. Organizers have said they will make strides to include Spanish language authors, and agreement includes tech support and marketing materials.

Ms. Hospodarsky moved to enter into an intergovernmental agreement between Highwood Library and the Northbrook Public Library leading consortium, subject to clarification of date and number of presentations offered. Ms. Cleland seconded and the motion carried unanimously.

Library will continue with the higher cost Google email for this next year, to minimize change at this moment, but look to pare down number of addresses being used.

Ms. Ramirez and Ms. Hospodarsky presented their slides on the HL&CC Impact Report and Three Year Plan, to be given to City Council on 8/2/22, 6 pm, first on agenda. Some improvements were made to slides and questions anticipated. A summary slide will also be created for distribution. It was noted that public hours will be revisited on completion of renovation, but multiple spaces being used complicates it currently. It was also noted that while innovative programming is being funded by grants, library services should be funded out of tax revenues, which is not possible with current improved staffing model and current tax levy.

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

Meeting adjourned at 9:12 pm.