

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

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

**Ms. Hospodarsky called the meeting to order at 7:09 pm.**

**Public Comments - None**

**President's Report**

The President and Director attended the October 19, 2021 City Council Committee of the Whole meeting, where city's FY23 tax levy was discussed.

**Secretary's Report**

Ms. Hospodarsky moved to approve the minutes from the September 27, 2021 regular meeting and executive session, Ms. Loredo seconded, and the motion carried unanimously.

**Communication:**

A FOIA request was received and replied to.

A community member is interested in assisting the library and was directed to Friends president.

**Treasurer's Report**

Ms. Loredo presented the September financials and October invoices.

- Baldwin Krystyn Sherman charge was Builders Risk insurance for small construction project, and charged to a grant. Note that this will also be needed for larger renovation.

Ms. Hospodarsky moved to approve the October 2021 invoices as listed in the Check Detail, Ms. Cleland seconded, and the motion carried unanimously.

**Director's Report**

Ms. Patlan highlighted some items from her monthly report.

- HP Community Foundation approved a grant to library for \$20,000 for Learning Partners program. \$30,000 was granted from Hunter Family Foundation. State of Illinois granted \$50,000 for technology loans, resume writing, and workforce development. \$15,000 was granted from Julian Grace Foundation for Community Health Workers.
- Ms. McMullen and Director presented at the ILA virtual conference on reimagining library operations/transformational BREAKthrough via community engagement and innovative programming. Link will be shared.
- Director presented to the Warren Public Library on community engagement, and designated her honorarium of \$300 to be donated to HPL.
- Construction update: hallway has been redone, men's bathroom has been relocated, and outdoor back ramp is complete; waiting on custom railings. There will be keypad access to break room and storage area.
- New gutters will be placed, covered by insurance, as water seeped in with heavy rain.

- Final renderings are being developed for the large construction project, and the budget is being finalized, completely separating the funding sources. The DCEO grant will be submitted by Friday.
- CDW and Windelco are providing a technology quotation.
- The Director presented at the local Rotary Club and other Rotary Clubs also are interested.
- Sewer issues persist, including backups Saturday and Monday. Plumbers have said they can no longer rod to the street as before, so situation is worsening with a possible shift to the issue being underground.
- Staff attended a cultural awareness workshop for professional development.
- A group from the Bahai temple is also interested in supporting the library.
- 2 local businesses have grants confirmed with Back to Business so far, totaling \$30,000.
- Director is attending the Field Museum networking event Saturday as a library donor guest.
- A patron who uses NSSRA asked if library could partner with NSSRA to offer classes. Coincidentally NSSRA also has a new building with WB Olsen.

### **Committee Reports**

Finance: meeting tomorrow

Building and Grounds: received donation of entrance pots and an offer to take care of pots for each season from Dora Narita.

Technology: all invoices received from Technology contractor

Policy: ALA revised 2 policies, adding a 7<sup>th</sup> bullet on privacy rights in the Bill of Rights, and adding a point on dignity, diversity, and inclusion to Code of Ethics. Committee met to develop procurement standards as required by DCEO grant. Our contractor is responsible for applying those standards to sub-recipients or sub-contractors, and this should be part of the contract addendum terms. Personnel policy will be approved next month.

### **New Business**

Ms. Regalado moved to approve the revised ALA Bill of Rights and Code of Ethics policies and retain the existing ALA policies on Core Values, Electronic Access, Filtering, Freedom to Read, and Freedom to View. Ms. Hospodarsky seconded and the motion carried unanimously.

A new FOIA policy based on Skokie's library, developed by Ms. Wigodner, will be deferred for further review.

Ms. Regalado moved to approve the 2022 Library Closure Calendar, Ms. Cleland seconded, and the motion carried unanimously.

Ms. Regalado moved to approve the Retention and Disposal Policy, Purchasing and Procurement Policy, Fixed Assets Policy, and Fraud Awareness and Whistleblower Policy. Ms. Cleland seconded and the motion carried unanimously.

Ms. Regalado moved to remove the Authority to Spend policy as it has been contained within the Purchasing and Procurement Policy. Ms. Hospodarsky seconded and the motion carried unanimously.

The President had requested that the board review the Trustee Role section of the Illinois Public Library Trustee manual. This is quite relevant now with all the library changes. We want to make sure information in the community is correct and that the board promotes and advocates for the work of the library. Individual opinions expressed at board meetings are balanced with supporting final board decisions. The President also reminded board of vacant board position and noted that board service has gotten more complex with influx of grant money.

Director reviewed Strategic Plan Goal 3: support the community's ever-changing digital needs and provide access and training for all forms of technology. Progress includes: Wi-fi 24 hour access; homework help; \$50,000 grant for technology kits and increasing computer classes; expansion of computer classes beyond Spanish language.

Highlights of 3 year plan were discussed. Tomorrow Finance committee will review 3 year plan FY24-26. May 2023-April 2024 is year 1. Reminder that FY23 levy request had no increase. Director noted high demand and new patrons, and proposed to increase library hours, which increases library budget. The sustainability budget was for designed for current hours/staffing. If library opens earlier in day, increasing shifts would be needed to cover, for example, 10 am to 8pm. Staffing would be a hybrid model, with some full and some part time. There was discussion on metrics to determine need for additional hours, and ensuring there are plenty of open hours outside of traditional workweek hours. Director expressed that more staff are needed to run the library even currently. The City will be doing its annual strategic plan in February so this would be a good time to also consider the library's plan, recalling that "Community Center" is being added to the name, and what that signifies for the library's future needs.

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

**Meeting adjourned at 8:47 pm.**