

**Highwood Public Library Board of Trustees Regular Meeting
April 26, 2021**

Present—Trustees: Bertha Chavez, Janell Cleland, Diana Guerrero, Lucy Hospodarsky, Patricia Lenzini, Nora Loreda, Jason Muelver, Catherine Regalado; Carmen Patlan, Director

Absent: Barbara Cizek

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

Public Comments: None

President's Report

Committee annual reports are due at the May meeting.

Secretary's Report

Ms. Hospodarsky moved to approve the minutes from the March 22, 2021 regular meeting, Ms. Lenzini seconded, and the motion carried unanimously.

Communication: Notice of public TIF extension meeting on May 5.

Treasurer's Report

Ms. Loreda presented the March financials and April invoices.

- PPRT was received, with an amount higher than budgeted.
- Mr. Muelver is reviewing the grants format through QuickBooks to make it easier to follow grant spending status. The Friends group will also use this as a tool to follow the grants.
- There was a duplicate bill paid for NYT, and the subscription period was extended.

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

Director's Report

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

- Two Beth El synagogue presentations were made to initiate partnerships.
- Library will host 5th appointment-only vaccination clinic via Walgreens partnership on 5/4. Sponsors have noted how extremely well organized these library clinics are, which will vaccinate 1400 people. Volunteers needed to help on 5/4 from 9-3 and on 5/11 from 8-6.
- ILMS feature on library triggered a lot of Facebook engagement.
- Statistics show highest children and youth material circulation in library history, helped by new graphic novels display. Recent Spanish language health literacy conversations are also getting very high viewership.
- \$20,000 grant from Lake County Community Foundation is sought for operating costs.
- HP Community Foundation grant was awarded to upgrade kitchen and provide additional laptops for community ambassadors.
- Food distribution will continue at least through May.
- Suggestion box form was updated to be in Spanish and English.
- HPHS principal and District 112 and 113 school boards have been recognizing their benefits from library director's strength in community outreach and communication.
- **Ms. Chavez left the meeting at 7:57 pm.**

Committee Reports

Finance: Committee finalized FY22 budget and shared details with board. There is a \$15,000 increase for salaries. The projected ~\$20,000 deficit will be covered by available operating expense grants. Finance committee will meet again after fiscal year ends, to discuss transferring some money to Reserves. Director's goal is to include 10% overhead for administration costs/operation in programming grants.

New Business

Ms. Regalado moved to approve the Posting of Agenda, Meeting Schedule, and Meeting Minutes Policy and the Board Bylaws. Mr. Muelver seconded, and the motion carried unanimously.

Ms. Regalado moved to approve the FY22 board meeting calendar, Ms. Lenzini seconded, and the motion carried unanimously.

Mr. Muelver is offering a picture day for staff and board members to update website.

Mr. Muelver moved to approve the FY22 budget, Ms. Hospodarsky seconded, and the motion carried unanimously. Treasurer will create a website version.

There was discussion of succession planning as prompted by the IPLAR. Currently library has 1 full time and 6 part time staff. Director presented a 3-year staffing and succession plan including an assistant director with development/fundraising background, a program manager, and a full time librarian. Costs include bringing all staff to increasing Illinois minimum wage levels, and salaries to attract caliber of staff needed in management. There was discussion of key person insurance. Board discussed how to sustain this level of staffing with insufficient tax revenue. Friends 501c3 group would continue to fundraise and potentially create an endowment. Director noted fundraising is based on the library building being a community center, not housing other city units, and focused on improving literacy, education, and access to resources.

In an update on the capital campaign, director is very hopeful to meet June-end deadline to raise matching funds for renovation.

Ms. Regalado, Ms. Lenzini, and Ms. Cleland will request that City Council renew their terms.

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

Meeting adjourned at 8:38 pm.