

**Highwood Library & Community Center
Board of Trustees Regular Meeting – August 26, 2024**

Present—Trustees: Bertha Chavez, Janell Cleland, Lucy Hospodarsky, Nora Loredo, Paul Martinez, Jason Muelver, Nancy Pastroff, Catherine Regalado; Laura Ramirez, Director
Absent: None

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

Public Comments: The Board welcomed Marcos Levy, who recently joined the Building and Grounds committee, and has been especially helpful planning for ongoing maintenance and advocating with vendors.

President’s Report

Ms. Hospodarsky thanked the B&G Committee for putting new flowers in front planters. Staff will water daily during the heat. She has shared her travel schedule and will be more available in October. Some trustees assisted the Friends with their tent at the Wednesday Market.

Secretary’s Report

Ms. Hospodarsky moved to approve the regular meeting minutes from July 22, 2024, Ms. Pastroff seconded, and the motion carried unanimously.

Communication – the Director reported on several solicitations.

Treasurer’s Report

Ms. Loredo presented the July financials and August invoices.

A new finance question Google doc was shared with Board with new questions added to top. These will be answered in open meeting.

- The Cost per Fax Program expense will be researched but Library is required to offer fax services.
- 7/31/24 Chicago Tribune expense was missing subscription period in memo line.
- Gift cards are being tracked.

Ms. Hospodarsky moved to approve the August 2024 invoices as listed in the Check Detail, Mr. Muelver seconded, and the motion carried unanimously.

Director’s Report

Ms. Ramirez highlighted several items from her report and added other news.

- Mr. Levy is assisting on invoice for new, warrantied HVAC system, which required service.
- There will be an update on the Digital Navigator grant via Lake County prior to Digital Inclusion Week Oct 7-11.
- In HR updates, the two part time positions have been filled and there is a newly opened circulation position.
- There was a request to incorporate the new wireless sessions information into monthly statistics report, just monthly total of users and bandwidth used.

- Directors' University was very informative, and Ms. Ramirez shared some learning with the Board: there will be new Library Standards (v. 5.0) which Board can use with strategic planning, and other news upcoming from ISL.
- Patch published Per Capita Grant awards for Highland Park/Highwood.
- Ravinia has made some tickets available to concerts. Aug 27 is cancelled; Sept 10 available.

Committee Reports

Building and Grounds: reported on some grounds maintenance, HVAC repair, and planning for regular filter changing for HVAC and water fountains.

Policy: Committee received second lawyer review of Personnel Policy and it is ready for Board approval.

Technology: Mr. Knutson is in town and provided an update on his many tech improvements. Committee will meet within next 2 weeks. Website will shift to WordPress and provide cost update to Finance.

Finance: met just prior to board meeting, which will be a standing meeting time. They approved IDES invoices and discussed investing funds in IMET.

New Business

Ms. Regalado moved to approve the Personnel Policy subject to feedback from the City Manager. Ms. Hospodarsky seconded and the motion carried unanimously.

Ms. Ramirez reported the IL State Library PNG has granted a third year of full funding for the Makers Space. Ms. Regalado moved to approve the agreement, Mr. Muelver seconded, and the motion carried unanimously.

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

Meeting adjourned at 8:14 pm.

Next meeting will be Thursday, Sept 26th, 7 pm