

**Highwood Library & Community Center  
Board of Trustees Regular Meeting – February 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 7:02 pm.**

**Public Comments** – None

**President’s Report**

- Per Capita grant report was filed – board will look at how library meets core standards.
- Registered for 2 virtual trustee ILA trainings on 4/6 and 5/4. Board members should tell Director by Friday if interested in signing up for 4/6 as a group, as there is a cost.
- Provided Board with link to United Against Book Bans to sign up for their messages – this could be part of trustee advocacy role.
- Reported that presentation Director and Mr. Martinez gave to City Council meeting several weeks ago was well received. Ms. Ramirez may host another City Council walkthrough for those who missed the original Grand Opening.

**Secretary’s Report**

Ms. Hospodarsky moved to approve the regular and executive session minutes from January 22, 2024, Ms. Cleland seconded, and the motion carried unanimously. After biannual review, Ms. Regalado moved to retain the closed status of currently closed executive session minutes. Mr. Muelver seconded, and the motion carried unanimously.

**Communication**

Ms. Hospodarsky received a communication complimentary of a staff member.

**Treasurer’s Report**

Ms. Loredo presented the January financials and February invoices.

The following items were discussed:

- Money market account for renovation is now closed and those funds are now in operating account.
- Will confirm why bonuses under Grant Expenses were negative from prior month’s report.

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

**Director’s Report**

Board was glad to receive supplemental info following up on questions from last month. Ms. Ramirez highlighted several items from her report.

- Students from HPHS Key Club are coming in twice a week, providing tutoring.
- Because of high interest in whole family events, plan to continue and expand.
- Director explained how to read new portion of report: quarterly updates on outcomes written as grant deliverables. This may be given as a dashboard in the future.

- Children and teen programming is on track; Todos Juntos 1, 2, 3 early literacy program will start in the spring.
- Library services (tax levy funded) not meeting goals based on matching last year's circulation statistics because library was closed for some time. May use 4Q FY24 to better benchmark FY25 since library was fully open during that period.
- Literacy and health equity areas are meeting goals.
- Director will provide a verbal executive summary. Space and programming capacity could be addressed in director's report.
- Two suggestion box comments were addressed: fireplace area is crowded as it's a multigenerational gathering space and only place to eat. Exterior color will not be changed, but one wall may be painted as part of mural project.
- Temperature control issues appear to be resolved.
- Copier is not cashless, so workaround not needed. TBS printing system is still an issue the technology consultant is working to resolve.
- There was discussion about status of legal name change. President and director will follow up again with the City and see about a proclamation, or what if building title needs to be changed.

### **Committee Reports**

Finance: The committee met and reviewed accounting firms for monthly compliance check. Ms. Pastroff estimated costs for service, but final decision is tabled until next month. Lauterbach and Amen are still working on FY23 audit materials, estimating 3 more weeks until complete. Library will be non-compliant for some grant reimbursements until audit is finished. Committee will meet mid-March to work on budget and payroll calculator with goal to present draft budget at March board meeting.

Personnel: committee met and discussed items for Executive Session

Policy: met several times for Personnel manual work. A draft was provided to board to review and comment on. The changes already made were outlined; 2 sections are still to be added before legal review. Changes to Patron Code of Conduct and Soliciting and Selling policies were also explained.

Building and Grounds: committee met and discussed mural proposal. Current policies related to art may need to be reviewed.

### **Old Business**

Director explained donations transferred through Friends, reflected in financial reports.

Ms. Ramirez explained reasons for changing her recommendation for firm for legal review of personnel manual. Ms. Hospodarsky moved to approve Klein Thorpe & Jenkins for legal review, Mr. Muelver seconded, and the motion carried unanimously.

There was discussion of search for strategic planning consultant. Mr. Muelver updated board on his attendance at Kellogg strategic planning sessions with 2 more dates to come, and recommends checking who Mano a Mano uses. Director had suggestions on how to evaluate

consultants. Mr. Muelver will work with Ms. Ramirez to develop next steps. Board will hold a workshop where Mr. Muelver can share takeaways and to further discuss the best approach for planning.

New logo to be placed in Stationary folder on shared drive.

### **New Business**

Ms. Hospodarsky moved to approve the Patron Code of Conduct and Soliciting and Selling policies as amended. Ms. Regalado seconded and the motion carried unanimously.

Creating an art committee was discussed. Mr. Martinez reported on B&G committee discussion of what should be considered for library art, displays, and exhibitions beyond basic decorative art. Ms. Hospodarsky and Mr. Martinez with Director will start off the ad hoc Art Committee to ensure a deliberate, holistic, unified vision as artwork is added to building; anyone is welcome to join the committee. Policy committee will consider what is needed as current policies do not cover art; B&G will send starting text.

Ms. Ramirez updated Board on Celebrate Highwood's 4 day Mural Festival, proposing to use the west side of the library building facing Everts Park to be one of the mural sites, staying only on the brick. There is no cost to the library. We are requested to keep mural up for a year, and it's hoped this becomes an annual event. Director encourages board to look through artist profiles and send her ideas, themes to be forwarded to Andy Peterson and Festival coordinator.

Ms. Hospodarsky moved to approve Library participation in the Celebrate Highwood mural project and allow an artist to paint the west brick wall of building, Ms. Cleland seconded, and the motion carried unanimously.

March Board meeting date has been changed to Tuesday, March 19, 2024.

There was discussion on how to review Serving Our Public 4.0 Standards for Illinois Libraries. Annual goals for director can be set in conjunction with core standards. Director already has some goals of reconvening functioning committees and making sure board members have information needed. Board president proposes a workshop for FY25 initiatives.

Ms Hospodarsky moved to go into Executive Session for the purpose of 5 ILCS 120/Sec 2(c) 1, discussion of personnel. Ms. Regalado seconded and the motion carried unanimously.

**Executive session entered at 8:55 pm.**

**Regular meeting was called back to order at 9:08 pm.**

Ms. Hospodarsky moved to approve expenditures discussed in executive session, Ms. Regalado seconded, and the motion carried.

Yes: Cleland, Hospodarsky, Loredo, Martinez, Pastroff, Regalado

Present: Chavez, Muelver

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

**Meeting adjourned at 9:25 pm.**