

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

Present - Trustees: Barbara Cizek, Diana Guerrero, Lucy Hospodarsky, Nora Loredo, Jason Muelver, Carmen Patlan, Director

Absent: Bertha Chavez, Janell Cleland, Catherine Regalado

Ms. Hospodarsky called the meeting to order at 7:02 pm.

Public Comments - None

President's Report

- 3 committees for the friends - Ms. Hospodarsky on membership
- IMLS celebration on Monday, August 9th at 2:00 p.m. - Open to the public - Ms. Hospodarsky asked to share the library's post advertising the event. Confirmation from the Secretary of State's office, a rep from that office is attending and confirmation from the executive director of IMLS, he will be flying in from Washington.
- Ms. Hospodarsky on family vacation from July 31st thru August 8th
- WB Olsen contract signed.

Secretary's Report

Ms. Hospodarsky moved to approve the minutes from the June 28th regular meeting. Ms. Loredo seconded, and the motion carried unanimously.

Communication: None

Treasurer's Report

- Ms. Patlan addressed the question regarding the two invoices from Excel Plumbing - one will be voided
- Ms. Loredo & Ms. Patlan working on tightening up process to approve invoices
- Impact Networking - bill of \$1400 for printing cost- due to programming starting up again
- Tax revenue at 48%, only 2% shy - good news
- Dental and vision is 100% employee paid. FY22 budget \$716 for dental & \$115 for vision so those funds are available. On a monthly basis continue to see 0 on the P&L for actual expenses.
- Reimbursement form created but memo item line needs to be added - to add specific info to tag expense. Ms. Hospodarsky asked Ms. Patlan to email the updated form to the board.

Ms. Hospodarsky moved to approve July 2021 invoices as listed on the Check Detail with the exception of check #2063. The check #2063 will be voided and reissued for \$250 instead of \$500. Mr. Muelver seconded, motion carried unanimously.

- Quickbooks issue resolved. We will not migrate to the cloud version.

Director's Report

- Ms. Patlan provided the board with her monthly written report.
- Staff Update
 - Starting August 2nd, the library will have four full-time staff and 3 part-time staff.
 - Laura Ramirez was hired as the Associate Director and will be at the next board meeting. Ms. Ramirez has 15 years of experience in development and management. She is bilingual, grew up in Highland Park and is familiar with the community.
 - Ms. Ramirez secured funding through the Roberti House to create the food distribution program through the Highwood library.
 - Email for Ms. Ramirez: lr Ramirez@highwoodlibrary.org
 - A full-time offer was extended to Rachel McMullen and Diana Wence and both have accepted.
 - Ms. McMullen will continue to expand YA services and Teen Advisory Board (TAB) as well as streamline new program development and marketing communications with all departments.
 - Ms. Wence will expand the children's program with Maria.
 - Salaries for the Associate Director and the additional hours for Rachel and Diana will be covered by donations/grants.
 - A new grant, Community Catalyst, of \$100,000 was secured.. From that grant \$50,000 will be used for Community Health Work (CHW) and the rest goes to sustainability and impact. About \$10,000 will go to Ms. Ramirez salary and \$35,000 to Ms. Wences salary. Almost the first 2 years are covered.
 - Grants from Highland Park Community Foundation will cover a portion of Ms. McMullen's salary.
 - 100% of the Grainger grant of \$65,000 will cover salary expenses.
 - In total, \$465,000 was secured this month from the above grants and two private donations.
 - Ms. Ramirez will be attending library board meetings and library staff will report to her so she may begin building a rapport with them.
- Ms. Patlan is working closely with the Highland Park Public Library (HPPL) to create a process called a Memorandum of Understanding (MOU) so that both orgs can facilitate library card distributions. With this MOU, the Highwood Library will be able to give new patrons Highland Park library cards and vice versa. Ms. Patlan will send a policy update and review for this mutual understanding. This will help give District 112 kids access to all of HP resources.
- Mrs. Hospordasky proposed the idea of the Highwood Library offering to host District 112 Book Matches during the school year..
- Reminder that when seeking board members - diversity is key.
- After speaking with 3 other library directors and an HR director, it was recommended that unemployment insurance not be purchased. We will not be paying into unemployment insurance.

- Renovation Updates - Storage Room and hallway
 - For the storage room - everything submitted to the city back in June - changes have to go to the appearance review committee (ARC) due to the modifications facing the alleyway side.
 - Modification was a retractable awning and ramp. ARC is meeting on August 2nd and David Wigodner will go to represent the library. ARC needs to approve the awning and ramp.
 - Budget of \$58,000 submitted for bidding - including modifying the hallway so staff will have access to the restroom - bid came back at \$178,000. Currently working on revisions to stay within budget and move forward with the renovation of the storage room.
- For library renovation - 845 Design Group met with all staff and made some modifications to original design. They will meet with Ms. Patlan and Ms. Wigodner to review modifications.
- HVAC is most concerning as it is most expensive to replace
- Project bidding and permitting in August and construction work projected to begin the third week of October and going through mid-March.
- Ms. Wigodner and Ms. Patlan are looking for options to remain in the building during renovation so that we do not have to relocate the collection and do curbside pickup. Explored using city hall's storage for some of the collection.
- \$10,000 Julian Grace grant secured to hire a marketing consultant to work with the Friends to develop an ask letter and campaign materials for the campaign for sustainability and impact fundraising goals.

Committee Reports

Personnel: None

Policy: None

Technology: None

Finance: None

B&G: Ms. Cizek reported on the plumbing investigation. Received Sewer Line Replacement quote from Excel Plumbing for \$14,850 to replace approximately 80 feet of sewer line with new PVC pipes.

Ms. Cizek to confirm if this is to make the pipes bigger and use 4" PVC.

Another recommendation is to change out the two women's toilets to a faster flushing option for \$765 each. Not needed in the men's bathroom because those are wall mounted.

Requested that the committee obtain a bid from Pasquesi Plumbing.

New Business

Discussion of cyber security awareness. Ms. Hospodarsky put together a slide deck and presentation for her company. Idea of having the library participate in Cyber Security Awareness Month in October and offering the information to the patrons and involving the HPPL.

Ms. Hospodarsky moved and Mr. Muelver seconded to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 7:56 p.m.

Board of Trustees

Lucy Hospodarsky, President • Janell Cleland, Vice President • Catherine

Regalado, Secretary • Nora Loreda, Treasurer Trustees: Bertha Chavez, Barbara

Cizek, Diana Guerro, Patricia Lenzini, Jason Muelver

Carmen Patlan, Executive Director director@highwoodlibrary.org

102 Highwood Ave., Highwood, IL 60040 • www.highwoodlibrary.org • 847-432-5404