Highwood Public Library Board of Trustees Regular Meeting
June 26, 2023

Present—Trustees: Janell Cleland, Lucy Hospodarsky, Nora Loredo, Paul Martinez, Catherine Regalado; Carmen Patlan, Director; Laura Ramirez, Associate Director
Absent: Bertha Chavez, Jason Muelver**,** Lorena Victorica

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

Public Comments – None

President's Report
Ms. Hospodarsky reported on the following:
- City-Library Special Committee is meeting July 11, with Mr. Coren, Alderman Hospodarsky, and Alderman Peterson from the City and Mr. Martinez, Mr. Muelver, Ms. Ramirez from the Library. Agenda is not yet available, but board discussed possibilities: what are City's expectations for Library and its role within the City's strategic plan.
- Annual reports are due. Policy is complete. Technology didn't meet as committee over FY23 but will create statement. Others still in process.
- Mr. Muelver and Ms. Loredo board reappointments are scheduled to be on July 18 City Council meeting agenda. Bylaws governing meeting attendance were raised and President will research.

Secretary's Report
Ms. Hospodarsky moved to approve the minutes from the May 22, 2023 regular meeting and from the May 30, 2023 special board workshop. Ms. Loredo seconded, and the motion carried unanimously. Ms. Hospodarsky tabled approval of June 6, 2023 Finance committee meeting minutes. Draft minutes will be posted and committee will approve next time they meet.

Communication
Ms. Hospodarsky received an email from the City Manager about the property tax shortfall. A late large taxpayer is expected to pay eventually, with penalties.
Requested deliverables were sent to the city on June 1. City Manager then emailed 9 additional questions. President will request that the City Manager direct future questions to her.
City Manager sent a memo from City Attorney related to Library reporting to the City on its financial standing, and the Library Act. The IPLAR and budget contain the information described. FY22 IPLAR was forwarded to city, and city attorney will review. FY23 IPLAR is being completed now and will be ready for signatures Thursday.

Treasurer's Report
Ms. Loredo presented the May financials and June invoices.
The following items were discussed:
- $14,000+ grant expense for overtime/bonus was posted in first month of fiscal year though $0 budgeted in grants. Ms. Patlan reported this is from managerial bonuses after performance reviews, paid in FY24. There is money budgeted in grant budget for other staff

for December. Grant budget could be modified in Finance meeting, and overall FY24 budget could be adjusted once either halfway through the year or when reviewing spend-down.
- Duplicate payment for Google workspace was due to bank debit card being blocked. There was discussion on this card and whether it is considered a personal or business card, and whether there are better ways to be notified.
- There was a question on health equity insurance and hours worked for promotoras or other contractors.
- Following the Library Act, the amount of Treasurer's bond may need to be increased now that budget is larger. Surety bond needs to be at 50% of operating budget. Mr. Coren said that City does cover D&O insurance for Library. An application is in process for performance bond and we want to confirm who this bond covers.

Ms. Hospodarsky moved to approve the June 2023 invoices as listed in the Check Detail, Ms. Cleland seconded, and the motion carried unanimously.

Director's Report
Ms. Patlan noted several items:
- Staff had a session on 5/26 to learn more about current policing tactics from 3 Lake County officers. Ms. Ramirez will forward information on incident reporting structure to Ms. Regalado for Policy.   All staff have been trained, and procedure is in the staff handbook, which new employees get when onboarded. Director will share guidelines with President, who will share with Mayor/City Manager.
- General liability insurance for health equity is in place.
- Book Match is happening and Nessa is working with middle school librarians.
- IPLAR work is almost completed.
- New logo was shared by president. Library will move forward with colors and new branding for when the library reopens.
- Ms. Patlan thanked Ms. Ramirez and Ms. Guerrero for putting together the director's report while she was away.
- There was discussion about status of reopening the library. Could there be case management and minimal opening in front part of mini-library, excluding computer use, and with video monitoring the entire time? Currently interactions are happening on the sidewalk and can be up to an hour long – not an optimal situation for staff or patrons. This is poor optics for the library and affecting library staff morale. Library will speak to the City about this proposal. Board would also like monthly updates from the City on reopening timing and public safety issues.
- Summer reading kickoff was successful with 156 people attending, plus vendors and staff.

Committee Reports
Policy:
Annual report was finalized. Security camera policy was updated so language includes audio, not just images, being recorded. Staff will update building signage. This will be on July agenda.

Technology:
- Did not meet as a committee this past FY but will issue a basic statement for annual report.

- Board and staff are receiving sophisticated spam/phishing emails and Ms. Regalado shared guidance from Mr. Knutson.
- Mr. Knutson is putting together a proposal for improved phone lines in renovated library 15-17 phones at $15/month, so $225/month. Finance needs to include this for next FY; it will be covered by grants. He is also investigating a $50/month option using existing hardware and adding intercom.
- Mr. Knutson is coming in August to move library to new server. Wiring is being contracted as it is very challenging and includes the cameras. There are 3 different options for server migration to improve glitchiness and preserve file structure. Ms. Patlan prefers cloud server.

Old Business
Library construction project update: Result of gray stained stone on outside of east building was not as expected. It is not paint but stain, and is said to last 20-30 years, but doesn't blend with rest of building as intended. Could it be masked by a mural? Alderman Peterson has connections for this. Construction is on schedule and on Thursday we will get completion timeline. Director will coordinate with Friends and officials for ribbon-cutting.

Friends' updates: Friends group met last Friday..

New Business
Ms. Ramirez requested that two areas of the Personnel Policy be updated, adding a section on Remote Work Guidelines, and clarifying that vacation time must be requested electronically, renews annually, and any carryover days must be used within 60 days. All other previously discussed changes will be addressed at a later time. Ms. Regalado read the proposed changes aloud. Ms. Regalado moved, and Ms. Cleland seconded, that the current Personnel Policy be amended as read, and the motion carried unanimously. Ms. Regalado will make the changes and forward to Ms. Patlan and Ms. Ramirez. Ms. Patlan noted the next staff meeting is July 13 when changes can be reviewed with staff and signed.

Ms. Hospodarsky tabled the executive board elections until a future meeting when other trustees are in attendance.

Ms. Regalado moved and Ms. Loredo seconded that the library maintain the current policy of not offering library cards to non-residents; the motion carried unanimously.

Ms. Hospodarsky moved to go into Executive Session for 5 ILCS 120/Sec 2(c) 1 and 8 for discussion of personnel and safety. Ms. Cleland seconded and the motion carried unanimously.

Executive session entered at 9:25 pm.
Regular meeting was called back to order at 11:09 pm.

Ms. Regalado moved to approve the May 22, 2023 Executive Session minutes, Ms. Hospodarsky seconded, and the motion carried unanimously.

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

Meeting adjourned at 11:09 pm.