

**Highwood Public Library Board of Trustees Regular Meeting
October 26, 2020**

The meeting was held by Zoom teleconference due to the Covid-19 pandemic.

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

Absent: Bertha Chavez

Ms. Hospodarsky called the meeting to order at 7:03 pm.

Public Comments: None

President's Report

President and director presented Finance Committee's draft library budget to City Manager. There was discussion of dedicating a section of garden or planting a tree post-renovations in honor of longtime volunteer Kay Kelly, who died this month.

Secretary's Report

Ms. Hospodarsky moved to approve the minutes from the September 28, 2020 regular meeting, Ms. Cleland seconded, and the motion carried unanimously.

Communication: An tutoring offer from a volunteer was received.

Treasurer's Report

Ms. Loreda presented the September financials and October invoices.

Ms. Hospodarsky moved to approve the October 2020 invoices (checks #1900-1920) as listed in the Check Details, Mr. Muelver seconded, and the motion carried unanimously.

Property taxes have been coming in as hoped for.

Director's Report

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

- In sponsorship with several groups, on Nov 11 and Nov 25 from 9am to 5pm free Covid-19 testing will be offered to walkups in the library/city parking lot.
- The library is deeply honored to be nominated for an ILMS (Institute for Library and Museum Services) national medal by Rep. Brad Schneider. The City Council was informed at their October meeting. The application is in process to the BREAK program (Bridging Resources and Education Access to Knowledge) as an umbrella area for services the library is now offering. Testimonial letters are part of the application. Awards are made in early spring, though the nomination alone is an honor.
- B&G items: Hole from core sample was filled outside front lawn. Plumbing issue on October 10-11 was resolved by plumber under emergency rates, and kindly cleaned up by the Patlans. New signs with visuals will be posted in women's bathroom to hopefully avoid a recurrence; another option is a higher water pressure toilet. An electrician repaired fluorescent light ballasts.
- Library's new parking lot video surveillance was used by police for car vandalism incident. It is noted this is a city lot and incident occurred after library hours, so Council will be

informed. Mr. Knutson will relocate one of the exterior cameras to capture more of the lot. Better lot lighting would also be helpful.

- Census is complete, with 70.8%+ completion reached in Highwood.
- Ms. Patlan is partnering with Mano a Mano to have a Covid-19 education outreach program with 3 community educators. She is guiding the program and receives unrestricted library funding in exchange.
- Four GED students graduated from library's class; 3 are continuing to Community College.
- Meal Kit distribution to ~ 210-220 families/week continues. Pumpkins, caramel apples, and decorations being provided with meal kits as well. 300 backpacks from Ryerson Woods being given to children as well. Thermometers still being distributed.
- Virtual Halloween Kid Fest is being prepared and spots filled very quickly.
- Friends of the Library received Chicago Community Trust grants for Early Childhood Education program. They met recently and formed new committees.
- Mr. Knutson is presently here and is working on the YA room changes with new tables, chairs, and computers to complete the Grainger grant.

Committee Reports

- Technology: Mark Frye is leaving committee. Committee met to discuss current and future hardware and software plans for budgeting purposes.
- Finance: Committee met to finalize a draft FY22 budget.
- B&G: Ms. Lenzini reported on arrangements for fall and spring landscape cleanups and there was some discussion. She had also arranged some quotes for HVAC maintenance contracts. One was selected and budgeted for.
- Policy: Committee reviewed Personnel Policy (will keep as annual review for now), and made slight changes for vacation and sick leave to be for calendar, not fiscal year. Staff will review and sign revised policy, although this is a change in wording but not in practice.

New Business

Ms. Regalado moved to approve the Personnel Policy, Ms. Hospodarsky seconded and the motion carried.

Ms. Regalado moved to approve the 2021 Holiday schedule, Ms. Hospodarsky seconded, and the motion carried.

There was discussion of waiving library fines, prompted by the (possibly temporary) waiving of fines on children's materials at the HP Public Library. There was general feeling that fines encourage patron responsibility. Currently library is waiving fines so staff does not have to handle money, so no need to change policy. It's noted there will be no fine income this year.

There was discussion of FY22 library tax levy and draft FY22 budget. PPRT income was lowered and Per Capita grant kept constant. Staff salaries were raised. Finance committee proposes a \$292,500 balanced budget. Friends have agreed to contribute \$5000 to operating costs. Ms. Hospodarsky moved to approve a FY22 library tax levy request of \$292,500, Mr. Muelver seconded, and the motion carried unanimously.

Ms. Patlan will be on vacation Nov 4-6 and Dec 18-Jan 4, participating remotely in board meeting. Staff and board potluck holiday breakfast will be December 12.

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

Meeting adjourned at 8:54 pm.