

**Highwood Public Library Board of Trustees Regular Meeting
September 26, 2022**

Present—Trustees: Bertha Chavez, Janell Cleland, Diana Guerrero, Nora Loreda, Paul Martinez, Catherine Regalado; Carmen Patlan, Director;
Absent: Lucy Hospodarsky, Jason Muelver, Lorena Victorica

Ms. Cleland called the meeting to order at 7:00 pm.

Public Comments - None

President's Report

Ms. Cleland had no report from Ms. Hospodarsky, who is away.

Mr. Martinez was approved by the City Council as a trustee. He still needs to be set up – Ms. Patlan and Ms. Regalado will follow up.

Ms. Loreda confirmed that 2 new money market accounts were opened before Ms. Hospodarsky left, one for Operations, and one for Building Renovations.

Secretary's Report

Ms. Cleland moved to approve the minutes from the August 22, 2022 regular meeting, Ms. Guerrero seconded, and the motion carried, with Mr. Martinez abstaining.

Communication:

New member of the Friends group Lara Fiocchi sent a nice note.

Treasurer's Report

August financials and September invoices were presented.

Ms. Cleland moved to approve the September 2022 invoices as listed in the Check Detail, with the exception of check #2351 to Alpha consulting, which will be voided. Ms. Guerrero seconded, and the motion carried unanimously.

Several items were reviewed:

- Alpha People & Project Solutions cancelled the staff retreat programming; an alternate has been found for retreat this week. \$5000, though to be funded by a grant, had not been approved by Finance Committee as fiscal authority requires, and will be addressed later in meeting.
- Treasurer will follow up on USA Today and NYT subscription dates in memo lines. Will also check with long term vendor Aerex Pest Control on recent late fee given timing of board meetings to approve bills.
- Ms. Patlan confirmed Library Guild charge was reallocated. HP News/Chicago Tribune subscription charge had no dates, and says pending invoice, so she will follow up. She will resume including a follow-ups section in monthly director's report.
- President was to discuss with accountant: allocation of director/assistant director bonuses to bonus category, not to grant; IMRF administration; dental/vision items not being zeroed.
- Broken toilet seat needed to be replaced. Ms. Patlan shared disturbing trend of teens having boxing matches with videos posted online, which was suspected cause. Police and schools are tracking this trend and sharing info with director if on library property.

- Library now engaging landscaper directly for mowing, not bundled with city.
- There have been issues with the parking lot. Library parking signage was covered by bushes and not being handled by City landscaper. Ms. Patlan raised issue so they have now been trimmed. However, lines for library spots are faded and not visible and space is often taken up by others.
- Library was billed \$1840 for audit preparation. Company did not present a request to the library for items, as expected. Cost should be reduced next year if handled as requested.
- \$180 rent to Highwood Rec Center is grant funded, to host Zumba class during construction.
- Budget for FY24 is not ready for board approval. Finance Committee will meet in early October to finalize for October board meeting, or at special board meeting if needed earlier.
- Procedure for approval of unbudgeted items, regardless of money source, was discussed. Items over spending limit should be approved before vendors are engaged; on rare occasions this may require Finance Committee approval as has happened in the past, but ideally board can approve anticipated items at regular meetings.

Ms. Cleland moved to allow up to \$7500 for director to pay consultant for staff day and staff development programming, funded by a grant. Ms. Loredó seconded and the motion carried unanimously.

Director's Report

Ms. Patlan highlighted several items from the report.

- Library logo templates have been saved to shared drive.
- New interlibrary loan service is for staff only, not for public. Statistics show they are using it much more than ILL.
- Construction timeline: Bidding announcement was posted on 9/20. Library will be closed 9/29-30 for staff retreat so bidders can tour building then. Olsen will vet bids after 10/20 and amend contract if needed by 11/1. May have to modify project and incorporate alternative projects depending on bids. \$300,000 raised separately has been earmarked for meeting room structural repairs. Main library will be cleared out by Nov 1 – remaining furniture will be or has been donated. Staff teams will work at church, storeroom, and Oak Terrace, and there will be 2 staff serving the mini library located in the Meeting Room. Mr. Knutson is coming this week to dismantle server and set up IT, with assistance from Ms. White. There will be minimal disruption to the public for wifi service, etc.
- Closing signage has QR code linking to Friends webpage/renderings. Eventually there will be physical renderings in the mini-library.
- Staff have created 3 banners with QR codes linking to renderings and Impact and Sustainability plan, to be posted by city hall. Ms. Patlan will check if they can be ready by Pumpkin Fest.
- Construction will also cause minimal disruption to programming, due to careful planning. Staff are still working closely with July 4 victims. There is a long wait list for mental health services.
- Director noted busloads of asylum seekers are expected to Chicago area this week and she has been asked to assist. Currently library space and library staff are at maximum capacity.
- There was discussion of recent police incidents. HPPL is considering hiring a full time social worker at the library. Highwood residents could advocate for social worker/juvenile liaison

on police staff. Director has been working with a team (school district, park district, agencies) brainstorming engaging, structured programming for youth.

- Location for staff retreat proved challenging so Friends member loaned house for event. On second day staff will go to Maria's Bakery and then Bowlero for team building. Ms. Cleland has helped with donated appreciation gift baskets personalized for each staff member.

Committee Reports

Policy Committee: comprehensive Financial Management Policy readied for approval.

Finance Committee: did meet and worked on budget but it is not yet ready.

Old Business

Library construction update – discussed.

Staff retreat update – discussed.

Friends' updates – none.

New Business

Financial Management Policy was developed to incorporate existing financial policies with new ones added to meet state requirements for DCEO grant. Highlighted items are new. Some trustees and staff still need to review, so may be revised at October meeting.

Ms. Cleland moved to approve new Financial Management Policy, Ms. Regalado seconded and the motion carried.

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

Meeting adjourned at 8:30 pm.