

**Highwood Public Library Board of Trustees Regular Meeting
December 27, 2021**

Present via Zoom—Trustees: Bertha Chavez, Janell Cleland, Diana Guerrero, Lucy Hospodarsky, Nora Loredo, Jason Muelver, Catherine Regalado; Carmen Patlan, Director
Absent: Barbara Cizek

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

Public Comments - None

President's Report

- President, with Finance committee and senior library staff, met with Mayor and City Manager on the library's 3-year plan. They received feedback and will present to the City Council in May.
- Treasurer and President attended library staff holiday party.
- President congratulated Ms. Patlan on winning the Waukegan Township 20th annual Rev. Martin Luther King Dreamers Award, to be recognized at an online ceremony on January 17.
- President discussed this year's property taxes collection with city manager.

Secretary's Report

Ms. Hospodarsky moved to approve the minutes from the November 22, 2021 regular meeting, Ms. Cleland seconded, and the motion carried unanimously by roll call.

Communication: None

Treasurer's Report

Ms. Loredo presented the November financials and December invoices.

- The City has provided the library with its portion of the audit.
- Check #2175 to ESSCO for \$357 must be voided as this check was issued in error.

Ms. Hospodarsky moved to approve the December 2021 invoices as listed in the Check Detail, except Check #2175 for \$357, Mr. Muelver seconded, and the motion carried unanimously by roll call.

Director's Report

Ms. Patlan highlighted some items from her monthly report.

- The president asked for the fundraising chart to include time frames.
- Staff members have had to act in a social worker role to handle several incidents where middle schoolers had inappropriate conduct; there was a report to DCFS.
- A grant proposal is being reviewed to house 2 social workers in the library to handle case management.
- Anonymous donor offered to cover budgeted fines income for next 10 years if we eliminate fines – to go into effect next fiscal year. Director notes this will ease burden on staff and help families. Patrons will still have to replace lost items.
- Ms. Regalado noted that the holiday market was so well attended and organized. Staff worked to disperse activities throughout all library spaces.

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

Meeting adjourned at 7:33 pm.