

**Highwood Public Library Board of Trustees Regular Meeting
February 27, 2023**

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

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

Public Comments - None

President's Report

Ms. Hospodarsky reported on the following:

- She has been in communication with Mr. Aloisio about library history. Mr. Martinez suggested recording the renovation process as history, interviewing builders, etc. He will reach out to the Highwood Historical Society. One exhibit was sealed behind dry wall as a time capsule.
- Ms. Ramirez and Ms. Hospodarsky met with City Manager Coren about 2 insurance invoices (workers' comp and general liability) which were significantly higher than prior years. The City is confirming correct worker categories for workers' comp and whether health equity program should be handled differently. Overall a higher insurance cost will be expected due to growth from a library to a community center.

Mr. Muelver arrived at 7:10 pm

- For calculating the library's portion of the workers' comp and general liability insurance, the city used the operating budget including the grant programs. Library will be involved in the fall when City starts researching for next year, and consider using a library consortium.

Secretary's Report

Ms. Regalado and Ms. Patlan completed OMA training and filed certificates in shared drive. Ms. Regalado noted that closed minutes status will be reviewed next month. OMA training indicated verbatim recordings of closed session minutes can be deleted after 18 months, provided minutes are approved and no lawsuits are pending, so this will also be on March agenda. Library must also make public total compensation information for IMRF receiving employees over certain thresholds. Ms. Hospodarsky will help compile this information.

Ms. Hospodarsky moved to approve the minutes from the January 23, 2023 regular meeting, Mr. Muelver seconded, and the motion carried unanimously.

Communication: None

Treasurer's Report

Ms. Loreda presented the January financials and February invoices.

Several items were reviewed:

- The audit is complete as of last week, and email confirming the library is now in compliance for state funding was received.

- Will recode Mr. Knutson travel expenses to Technology consultant instead of Board/Staff travel expense.
- Expect PPRT payment in March. Tax revenue decreased from a recoding of per capita grant.
- Will investigate \$20 bank maintenance fee from Jan 19th.

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

Director's Report

Ms. Patlan and Ms. Ramirez noted several items:

- There was an update and discussion on funding of construction bills. All bills so far have been covered by funds raised as matching funds. Costs are not yet at threshold where IL State Construction grant will reimburse. With DCEO grant library was eligible to be reimbursed immediately, but this has been difficult. Turnaround time and paperwork has increased from first reimbursement request on. The audit delay has had significant ramifications, as some of the invoices for reimbursement back to June. Ms. Ramirez will submit quarterly information even earlier to allow for delays. A bank line of credit of \$500,000 is recommended given projected expenses for coming few months. This is still in the underwriting process, but terms and costs will be shared with the Finance Committee.
- Although agreement with old payroll company was terminated, they are still billing library, now for 4 months. That company also filed W2s even though told not to, causing confusion and extra work for some employees. Fortunately, the new payroll company submitted first so IRS rejected the other.
- Mr. Knutson has been adding additional cameras with sound.
- The remote employee gave a month's notice resignation to work more locally. There are a few positions open. There was discussion of other transition, training, and staff recognition.
- Circulation of hotspots/devices was requested to be added to statistics report.

Committee Reports

Finance committee will meet to review spenddown report from Ms. Ramirez before March board meeting, and committee will finalize FY24 budget in early April.

Old Business - None

New Business

Ms. Regalado moved to approve the Hotspot and Devices policy, Mr. Muelver seconded, and the motion carried unanimously. Staff will explain policy to first time users.

Ms. Hospodarsky moved to approve the library closure on April 10 from 3:30 to 8 pm to allow staff to attend a City of Highland Park event related to July 4th response, Mr. Muelver seconded, and the motion carried unanimously.

Trustees were encouraged to complete RAILS survey on trustee training by 2/28.

Moving Board meetings to an earlier time was discussed, but wouldn't work for several trustees.

Ms. Hospodarsky will survey missing board members to ensure a quorum on for March 27 board meeting, as several members will be on spring break. Director will be away.

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

Meeting adjourned at 8:10 pm.