

**Highwood Library & Community Center  
Board of Trustees Regular Meeting – July 27, 2026**

Present—Trustees: Janell Cleland, Shelby Drury, Ty Grigg, Lucy Hospodarsky, Nora Loreda, Catherine Regalado; Laura Ramirez, Director

Absent: Paul Martinez, Nancy Pastroff

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

**Public Comments – None**

**President's Report**

- Former Director Joan Retnauer has passed away.
- President has created a trustee training log on the shared drive. Recent training shared that new ILA priorities include a trustee training requirement and increase in Per Capita Grant.
- President will forward email to Board to advocate for ALA Save our E-Rate campaign, submitting comments to FCC.

**Mr. Martinez arrived at 7:04 pm.**

**Secretary's Report**

Ms. Hospodarsky moved to approve the minutes of the June 22, 2026 regular meeting. Ms. Drury seconded, and the motion carried unanimously.

**Communication – under President's report.**

**Treasurer's Report**

The June financials and July invoices were presented by the President.

There is a new treasurer surety bond for Ms. Pastroff. Insurance under Grants covers health equity professional liability. Directors and Officers insurance is provided through the City. Ms. Hospodarsky moved to approve the July 2026 invoices as listed in the Check Detail, Ms. Regalado seconded, and the motion carried unanimously.

**Director's Report**

Ms. Ramirez highlighted some items:

- Summer reading program had many teens and children signing up on the first day.
- Increased monthly door count showing visits returning to previous levels.
- Budget reflects growth in Children's Services, especially Bilingual Baby & Toddler Storytime, which takes place at 10:30 am before library opens.
- BLOOM/FLORECE program linking tutor with adult English learner to provide 1:1 speaking practice has been launched. Additional conversation volunteers are needed to match more registrants.
- High School Diploma program continues.
- Charlas program held an Opioid Overdose Prevention class, continuing important education in harm reduction for this community.
- An anonymous foundation has helped 17 children with a summer camp opportunity at Camp Apachi. The camp has invited HLCC staff to tour next week.

- Suggestion box comments were read and discussed. HLCC values and strategic plan cover inclusivity and creating a community for all. There is a process for collection complaints.
- Two staff members who attended ALA conference in Chicago collected free books for Library collection.

### **Committee Reports**

Finance: met immediately before the meeting. FY25 audit: clean, signed management letter, waiting on receipt of final audit. FY26 audit: will begin soon. Committee edited the Financial Management policy to reflect recent resolution about assigning unrestricted funds, which will also be updated for August approval.

Policy: Committee met and welcomed Ms. Drury. There were updates to Author Visit, Photography and Media Relations, and Security Cameras policies.

Building and Grounds: Committee met and welcomed Ms. Kristy. Mr. Levy has stepped down as a volunteer to become a contractor. They discussed key card system, physical barricades, exterior lighting, and a possible DCEO grant supported by Bob Morgan to improve HVAC. Old AC unit needed a service call and front landscaping has been handled.

Technology: Mr. Grigg reported that the Committee met and is working on a WCAG standard for accessibility of all digital content that the library produces (website, social media), and will host a training. Mr. Yoder created a first draft plan, and a scanner to flag issues, and will next create a work flow to demonstrate movement toward compliance. The Friends are working to restore access to Google workspace after a change in board leadership.

### **New Business**

Ms. Hospodarsky moved to approve Author Visit, Photography & Media Relations, and Security Camera policies. Ms. Cleland seconded, and the motion carried unanimously.

Team training is scheduled for Monday September 21, 2026. Staff will be recertified in CPR and Stop the Bleed by HPFD in one session, followed by HLCC emergency procedures training. Ms. Hospodarsky moved to approve closing the library on 9/21/26 for an all-staff training day, Ms. Loreda seconded, and the motion carried unanimously.

Ms. Hospodarsky moved to go into Executive Session based on 5 ILCS 120/Sec 2(c) 1 to discuss personnel, Ms. Regalado seconded, and the motion carried unanimously.

**Executive Session was entered at 8:03 pm.**

**Regular meeting was called back to order at 8:30 pm.**

Ms. Hospodarsky moved to approve signing the Memorandum of Understanding (MOU) and Ms. Cleland seconded. The vote was unanimous by roll call.

Yes: Loreda, Hospodarsky, Drury, Martinez, Regalado, Grigg, Cleland

Ms. Regalado moved to approve the amended executive meeting minutes from June 22, 2026, Ms. Hospodarsky seconded, and the motion carried unanimously.

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

**Meeting adjourned at 8:31 pm.**