

**Highwood Public Library Board of Trustees Regular Meeting
June 27, 2022**

Present—Trustees: Bertha Chavez, Janell Cleland, Diana Guerrero, Nora Loredó, Jason Muelver, Catherine Regalado,; Laura Ramirez, Associate Director

Absent: Lorena Victorica, Carmen Patlan, Director

Ms. Hospodarsky called the meeting to order at 7:02 pm.

Public Comments – None

President’s Report

- The President appreciated input on annual report and added a paragraph on library services.
- Ms. Chavez was reappointed to a 3 year trustee term and Ms. Hospodarsky will be up for reappointment at a future City Council meeting. There is one open board position.
- Friends of Library had a booth at Wednesday Highwood market, as a successful soft launch of membership drive. They will continue outreach with a marketing committee and launch on social media. All board members are encouraged to join Friends, and membership cards are available at the desk.
- 2021 recipients of IMLS will be invited to an in-person ceremony July 20th in Washington, DC. Ms. Hospodarsky and Ms. Patlan will attend.

Secretary’s Report

Ms. Hospodarsky moved to approve the minutes from the May 23, 2022 regular meeting and executive session, Ms. Loredó seconded, and the motion carried unanimously.

Communication: None

Treasurer’s Report

Ms. Loredó presented the May financials and June invoices.

Ms. Hospodarsky moved to approve the June 2022 invoices as listed in the Check Detail, Mr. Muelver seconded, and the motion carried unanimously.

- The PPRT line will be recoded to property taxes
- Dental and vision have negative amounts but this should be 0/not reflected as this is only paid by employee.
- USA Today memo item is old and will be updated.
- Checks were cut later this month because of IPLAR work but this will not happen moving forward.
- Reimbursement line to Ms. Wigodner will be reworded, and should be in renovation expense, not Maintenance Services Interior category.
- HPL is now being billed by IDES on an erroneous unemployment insurance claim. It has been disputed but it was suggested to pay anyway and get reimbursed so not to have penalties. HR Source can also be an adviser on handling this IDES situation.
- There were 2 payments to ILL libraries for lost/damaged books, and it will be confirmed that patrons are paying for those. Fines were only removed for late fees.
- Grossed up bonuses were issued.

- The negative amount in copier lease is because of a refund for a double charge after the switch from lease to own. It was requested to allocate to previous fiscal year but the books have already been closed.

Director's Report

Ms. Ramirez highlighted several items.

- There was a positive response to both Pride Month events in Waukegan and Highwood, and an inquiry from a reporter for an article that resulted.
- There has been lots of movement of books and shelves in preparation for renovation. With uncertain timing of grant approval, Mr. Knutson is coming end July/early August, and operations will move over to meeting room in the meantime.
- The Health Equity team coming to life. Liability insurance coverage was issued in mid-June. They are beginning to take appointments for individual counseling, and have already done some group work. Promotoras de salud are connecting with community members with walks combined with education. They always seek other avenues to engage with community members on health topics.
- Testing is ongoing within the GED program.
- For Workforce Development, there is now more interest in citizenship, housing, taxes, so program is evolving to walk-in hours.
- Ms. Cleland was thanked for writing grant creating a partnership with Racial and Social Justice teams at Northshore Unitarian Church where they will share 5 months of plate donations, and their members are encouraged to become Friends as well.
- There is interest in participating in Highland Park 4th of July parade next year.
- Ms. Ramirez hopes that DCEO grant award notice will be July 10th. With bid process, 4-5 weeks after July 10th puts project completion of June 2023. Ms. Ramirez noted that State Library says construction must be completed in 2023.
- Ms. Wence attended a conference on Illinois Libraries Present which allows libraries to co-host big name authors, with cost based on IPLAR revenue. HPL would pay \$150 and board would be asked to sign an intergovernmental agreement at next meeting. It was noted that HPPL already participates and attendee registration is open. There was a question about whether there are there Spanish subtitles and a suggestion to offer viewing parties with translation.
- A staff member is working remotely for 5 more weeks; may still need to finalize new library logo process.
- Staff will receive training on ALICE (active shooter) from Lake County Sheriff tomorrow.

Committee Reports - None

Old Business

Library construction project update was provided during Director's Report.

Friends update was provided during President's Report.

The President noted the library is still waiting on proposal from accounting firm on reduced services from a CPA. ALA/ILA or other directors may know if this service is really needed.

New Business

Ms. Regalado moved to approve the Fund Balance policy. Ms. Hospodarsky seconded and the motion carried unanimously.

The approval of Investment of Public Funds policy is tabled to next month while Mr. Muelver investigates with WinTrust the account insurance limits, now that library carries higher balances with pending construction funds.

Ms. Regalado moved to continue the practice of not allowing non-resident cards, Mr. Muelver seconded, and the motion carried unanimously.

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

Meeting adjourned at 8:23 pm.