

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

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

Ms. Hospodarsky called the meeting to order at 7:13 pm.

Public Comments - None

President's Report

- The President, Ms. Patlan, and Ms. Ramirez attended 9/21/21 Committee of the Whole City Council meeting and updated the Council on grants and construction project. They will return for October 19 COW tax levy presentation, with trustees encouraged to attend.
- Trustees are encouraged to attend virtual training workshops through RAILS.
- October is Cybersecurity month – links to educational material could be on website.

Secretary's Report

Ms. Hospodarsky moved to approve the minutes as amended from the August 30, 2021 regular meeting, Ms. Guerrero seconded, and the motion carried unanimously.

Communication: Ms. Patlan read a letter from MYA Director Karen Dennis with observations of a program parent praising the engaging atmosphere at the library.

Treasurer's Report

Ms. Loreda presented the August financials and September invoices.

- The bank fee will be refunded.
- IMLS funds have been received and are being used to fund outreach staff.
- One manual check is included for a Promotora where there was an accounting error.

Ms. Hospodarsky moved to approve the September 2021 invoices as listed in the Check Detail, with additional check #2126 for \$476 to Fabiola Tejada. Mr. Muelver seconded, and the motion carried unanimously.

Director's Report

Ms. Patlan highlighted some items from her monthly report.

- Community Block Grant funded storage room construction will begin soon. There has been work to clear out the room; some records will be stored at City Hall until state approves records disposal. Project including hallway will take 6 weeks. One bathroom will be available and will likely be temporarily designated unisex.
- DCEO (Department of Commerce and Economic Opportunity via Julie Morrison) funding update: codes require 3 bathrooms, so will add 2 family bathrooms. Also will replace all outdated HVAC systems, and all sewage piping, as there have been additional sewage backups. DCEO funds are separate from the matching funds raised in the capital campaign, and the DCEO grant is contingent on approval of a grant application.

- Construction work will begin January 2022 with completion late fall 2022. Church of the Redeemer across street has offered some space for programming during renovation. Meeting room will serve as a mini-library and small computer center.
- HP Community Foundation approved a grant, with specifics given at ceremony on 10/6.
- Hunter Family Foundation granted \$30,000 for impact and sustainability campaign.
- Ms. Patlan has been named to RAILS strategic planning committee and the ILA Executive Board.
- With library's help, 11 Highwood businesses were identified by DCEO Office of Minority Economic Empowerment as eligible for grant applications.
- Records are being stored offsite and list submitted to state for record destruction
- Froggy's Catering truck damaged building. Police report filed; Froggy's insurance will pay.

Committee Reports

Policy: Ms. Wigodner drafted revisions to Library Card policy to more closely match HPPL policy, allowing easier sharing between libraries. This includes provisions for 14-17 year olds and updating documentation required. The state-required non-resident without library service policy was retained. Reciprocal cards are now 3 year terms, which will be updated in Apollo. Ms. Patlan also identified a new Local Volunteer Board Member Removal Act implemented by the state, but provisions are already covered in board bylaws. Three additional policies were scheduled for review: Material Selection, Resource Sharing (ILL), Reference Services. The Policy committee recommends no changes to those policies at this time.

New Business

Discussion of tax levy request: Finance committee used budget and payroll materials prepared by director and Ms. Wigodner. Income projected to decrease due to reduced services with upcoming library construction. Committee prepared a deficit budget of -\$30,000 (10%) with a flat tax levy request. This deficit is planned to be covered by grants. Future tax levy requests will be revisited with City Council as library reopens under its new model. For example, demand for more library hours is projected as city becomes more dense. A multi-year tax levy proposal is being planned.

Ms. Hospodarsky moved to approve the tax levy request of \$292,500 which is the same as last year. Mr. Muelver seconded and the motion carried unanimously.

Ms. Regalado moved to approve the revised Library Card policy, and re-approve Material Selection, Resource Sharing (ILL), and Reference Services policies as they stand. Ms. Cleland seconded and the motion carried unanimously.

Ms. Patlan is on track with Strategic Plan goal 2 and working on aligning staff goals with this. Consultant is meeting with Friends Fundraising committee weekly.

Ms. Hospodarsky moved to go into Executive Session for 5 ILCS 120/Sec 2(c)1 for purposes of personnel discussions. Mr. Muelver seconded and the motion carried unanimously.

Executive session entered at 8:28 pm

Regular meeting was called back to order at 9:07 pm.

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

Meeting adjourned at 9:08 pm.