

**Highwood Public Library Board of Trustees Special Meeting  
April 28, 2023**

Present—Trustees: Bertha Chavez, Lucy Hospodarsky, Jason Muelver, Catherine Regalado, Lorena Victorica; Carmen Patlan, Director;  
Absent: Janell Cleland (non-voting, attended by phone), Nora Loreda, Paul Martinez

**Ms. Hospodarsky called the meeting to order at 9:16 am.**

**Public Comments** - None

**Discussion of services provided onsite at the mini-Library**

Ms. Patlan read her recommendation based on recent information from the City. She and the Board President met with the City Manager on Wednesday. Ms. Patlan stated she understands that elected and appointed leaders are tasked with public safety and thus based on the City's recommendation she recommends suspending public access to the mini-library beginning May 1 with a reopening date to be determined.

The team has prepared messaging for the public and for the staff. There will be a message to the public posted on the website, and will also communicate to public in person/onsite, and via social media. A leadership meeting is scheduled with all library managers to determine how to set up for off-site services. Ms. Patlan would like to change staff hours to only offer curbside pickup until 6 pm.

The board reviewed proposed communication to the public and asked to remove language connecting reopening timing to construction status. If there are further questions from public to staff or board, they can be referred to the City. President and Board thanked staff for their work preparing this.

Ms. Hospodarsky moved to accept the director's recommendation, based on the City's recommendation, to move services locations to offsite as soon as possible, but no later than May 1. Ms. Victorica seconded, and the motion carried: Chavez, Hospodarsky, Regalado, Victorica: yes; Mr. Muelver: present. Motion passed.

Mr. Muelver moved to approve the communications with the amendments discussed, Ms. Hospodarsky seconded, and the motion carried unanimously.

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

**Meeting adjourned at 9:31 am.**