

**Highwood Public Library Board of Trustees Regular Meeting
August 28, 2023**

Present—Trustees: Bertha Chavez, Janell Cleland, Lucy Hospodarsky, Nora Loredo, Paul Martinez, Jason Muelver, Catherine Regalado, Lorena Victorica; Laura Ramirez, Director
Absent: None

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

Public Comments – None

President’s Report

Ms. Hospodarsky reported on the following:

- President’s friend will submit a proposal for a library mural, most likely near the fireplace. Mr. Martinez noted Aldermen Falberg and Peterson have been working with muralists as well. He also wondered about beautification items’ term of installation, or defined time to switch over art displays. Some of this in in existing policy, but should be addressed by Building and Grounds committee.
- Mr. Muelver began Viti insurance process in July, and received notice August 7 two policies are complete. However, library was just advised a new application is needed for fidelity bond so he will resume process.
- President is collecting photos for a gift; Mr. Muelver and staff will search what they have.
- President is meeting weekly with Director.
- Ms. Hospodarsky will be on vacation in September, returning on date of board meeting, so should be present, but Ms. Cleland will help prepare agenda.

Secretary’s Report

Ms. Hospodarsky moved to approve the minutes from the July 24, 2023 regular meeting, July 27, 2023 special meeting, and June 26, 2023 executive session. Ms. Loredo seconded, and the motion carried unanimously. Mr. Muelver has recording of July 24 executive session and approval of those minutes will be on next month’s agenda.

Communication

The library received a forwarded communication from Alderman Peterson. Resident author Rick Telander recently published a book of poems and is willing to present at library after reopening.

Treasurer’s Report

Ms. Loredo presented the July financials and August invoices.

The following items were discussed:

- There was a plumbing expense not mentioned in Director’s report. Ms. Ramirez explained a toilet overflow emergency occurred on a Wednesday Market evening.
- Difficulty was noted looking at monthly P&L, Grant Detail Report, Balance Sheet in current formats. President is having Finance committee review, possibly using a different setting instead of averaging. Board also needs education on how best to read Financial reports.
- Finance will also create an investment strategy once construction payments are complete.

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

Director's Report

Ms. Ramirez noted several items:

- Construction update: Phase I (west side) is 95% complete; Phase II (east side) has begun. Library started moving from mini-library over to other side, but had to pause and obtain a partial occupancy permit. Move to new space can occur tomorrow for internal staff and some storage, but YA and children's space will not be occupied as they still have work.
- In west side the limited access/vestibule model will continue, with no classes, just getting books and leaving. Patrons enter through new front door and occupancy is limited to 24. Bookshelves have been stationed. Phase II begins Wednesday starting with demolishing community room floor. Work will take 5-6 weeks, then furniture will be received, then shelving will arrive early October, to be installed last week of October.
- Technology has been purchased via grant. Mr. Knutson will arrive Sept 18 to install.
- Ribbon cutting will be in early/mid November.
- Received \$40,000 check (PNG grant) from Secretary of State Giannoulis via the Illinois State Library. It will be used for STEAM powered teens / Maker Space program.
- Director passed out new pamphlet on RAILS, which is used for ILL, continuing education.
- WinTrust letter was received on fraud awareness; Ms. Ramirez will check with staff on purchase card use.
- The Aftermath organization will hold an event at HP Community House.
- A teen who wanted to develop a new craft program has been invited to join TAB.
- The accountant has requested an additional overseer on year-end close prior to audit. City Manager has asked GW&Associates to help library stay on track with audit. Ultimately library wants an accountant/firm on retainer to review regularly. Would RAILS have a referral? Expect significant incoming bill from GW&Associates.
- Will number attachments to correspond to agenda items moving forward.
- Programming: Partnered with Giggles and Nuestro Center. Teens have developed programming and worked on summer reading events. Adult literacy: more students have attained GED and become US citizens. Digital literacy programming being offered again. Roselyn Franklin Care Coach comes 2nd Tuesday/month and is the only current partner provider of free Covid vaccines.
- Case management team is offering tremendous care to community, especially in wake of recently shooting fatality.
- B&G: had to replace the water heater.
- Personnel: 2 positions open and one close to finalizing. The other is Adult Services Manager, which had not posted on RAILS yet so is delayed.

Committee Reports

Building and Grounds: There was discussion of new landscaping maintenance. New front walk is larger, must figure out snow removal. Will there be planters? Current plants will be replaced with yews, and may not be moved, as they are invasive. Ms. Loreda will need new keys for front door.

Policy: has met twice in August, will have monthly meetings for next few months. Items are in shared drive.

Old Business

Friends' updates: still interested in ribbon cutting, along with Chamber of Commerce.

New Business

Discussion on Memorandum of Understanding (MOU) among various agencies for resource sharing. This is from City of Highland Park proposing that different entities which worked together after July 4 shooting would partner and meet every 2 months. It is a form of communication and cooperation. Ms. Hospodarsky moved to approve the MOU regarding resource sharing related to Highland Park shooting, Ms. Cleland seconded, and the motion carried unanimously.

Policy committee added language to Financial Management Policy required for state grantees. The other policies were unchanged. Ms. Hospodarsky moved and Ms. Regalado seconded to approve the Reference Services Policy, Resource Sharing (ILL), and Financial Management Policy. The motion carried unanimously.

There was discussion on the Library Card Policy as several proposed versions were provided to board, to match policy to pilot program Ms. Wigodner has run and recommends, which uses USPS for address verification. It was pointed out board has a fiduciary responsibility to have an address to send notice of missing material, etc., and some loaned items like hotspots are more valuable. Board members were not in favor of the change. However, in reviewing policy and knowing that some residents move frequently, it was suggested to add Insurance Card and mailing from school district or State of Illinois to list of approved address verification items. Ms. Regalado moved and Mr. Muelver seconded to approve the Library Card policy with this new change, and motion carried unanimously.

The board and director reviewed the current Patron Code of Conduct as it pertains to public safety and interactions with police. Information will be shared between Director and Police Chief to help ensure staff and public safety.

The policy committee explained progress in updating Personnel Policy: Financial/Fraud text added, taken straight from Board's Financial policy; interaction with minors added; will make changes in areas of employees receiving feedback; clarify a resigned or departed employee has the same status as member of public; will create new Volunteer policy, will add new language for Illinois' Paid Leave for All act from HRSource. Changes will not be approved tonight but committee would like to finalize in September and have legal and city review before final board approval.

Ms. Hospodarsky moved to go into Executive Session for the purpose of 5 ILCS 120/Sec 2(c) 8 for discussion of safety. Ms. Cleland seconded and the motion carried unanimously.

Executive session entered at 8:37 pm.

Regular meeting was called back to order at 9:49 pm.

Mr. Martinez mentioned that a limited edition library card such as JayZ is doing in New York City could be a fundraiser.

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

Meeting adjourned at 9:50 pm.