

**Highwood Public Library Board of Trustees Regular Meeting
December 28, 2020**

The meeting was held by Zoom teleconference due to the Covid-19 pandemic.

Present—Trustees: Janell Cleland, Diana Guerrero, Lucy Hospodarsky, Nora Loreda, Catherine Regalado; Carmen Patlan, Director, Janet Wigodner, Librarian

Absent: Bertha Chavez, Barbara Cizek, Patricia Lenzini, Jason Muelver

Ms. Hospodarsky called the meeting to order at 7:10 pm.

Staff member Janet Wigodner reported on the meal kit distribution, which is a large operation occurring every Wednesday since mid-March. This past week ~300 families were served and numbers continue to grow. The effort is well organized with dedicated volunteers. Traffic is controlled to manage vehicles on Highwood Ave.

Public Comments: None

President's Report

- The Friends of the Library will launch a capital campaign to raise \$1.3M for building renovation. The entire library board is also responsible for the success of the campaign, and board members are encouraged to reach out to their own networks. The Friends website has more information, at www.friendshighwoodlibrary.org

Ms. Chavez joined the meeting at 7:30 pm.

- Director Carmen Patlan has been nominated for the Library Journal Movers & Shakers 2020 award. Ms. Regalado will share the application nomination with the board.
- Ms. Regalado attended the RAILS webinar on the Open Meetings Act. A few practices will be amended for the new Covid situation.
- Ms. Hospodarsky attended the staff meeting and holiday Zoom party. She and the director both thanked staff and presented gifts.

Secretary's Report

Ms. Hospodarsky moved to approve the minutes from the November 23, 2020 regular meeting, Ms. Cleland seconded, and the motion carried unanimously.

Communication: None

Treasurer's Report

Ms. Loreda presented the November financials and December invoices.

Ms. Hospodarsky moved to approve the December 2020 invoices as listed in the Check Detail, Ms. Regalado seconded, and the motion carried unanimously by roll call.

Director's Report

Ms. Patlan highlighted some items from the monthly written report.

- Building and Grounds: electrician repaired library lighting.
- Technology: Mr. Knutson installed several new exterior security cameras. Library now has a total of 10 cameras. Internet capacity was increased from 100 Mbps to 300 Mbps via the state internet grant. Some wireless access points will be added to the roof in the spring.

- An application will be submitted in January for a Community Development Block Grant with CARES funds to improve garage area for food distribution including cart access and temperature control.
- Grants are being sought for sewer upgrade or improved bathroom accessibility.
- Library was unsuccessful in grant applications to Chicago Bears All-Pro and ALA Libraries Transforming Communities.
- Library was awarded a \$5000 North Shore Gas grant to improve digital access for youth.
- First ever Giving Tuesday campaign raised \$1602.
- Unemployment claims errors are all resolved.
- 2000 PPE kits directed to Highwood/HP are almost completely distributed.
- Director gave a successful keynote speech at League of Women Voters year-end luncheon.
- There has been other outreach to potential donors or links to donors.
- Annual non-homestead exemption completed with Lake County
- Per Capita grant will be addressed in January. New Library Standards document is ordered.
- High (1427) November attendance for Charlas de la Salud is views on 2 FacebookLive events.
- Director connected with the new District 112 community engagement specialist, and is getting announcements to parents in D112 and D113 schools.

Committee Reports

Finance: committee met and shared their minutes. Although there were a few areas of revenue shortfalls, they can be made up with several operating grants the library has received.

B&G: Ms. Guerrero will join the B&G committee.

New Business

- Gifts and Donations policy may be updated pending Friends consultant input.
- Trustees will review the TBD Serving Our Public chapter for next time for Per Capita Grant.

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

Meeting adjourned at 8:27 pm.