

**Highwood Public Library Board of Trustees Regular Meeting
February 28, 2022**

Present—Trustees: Janell Cleland, Diana Guerrero, Lucy Hospodarsky, Nora Loreda, Catherine Regalado, Lorena Victorica; Carmen Patlan, Director;
Friends of the Library members: Kristi Winchester and Luis Gonzalez
W.B. Olsen Inc.: Dave Olsen; Scott Larsen; Megan Harte (845 Design Group); Dave Wigodner, volunteer
Absent: Bertha Chavez, Barbara Cizek, Jason Muelver

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

Public Comments – None

Ms. Hospodarsky moved to go out of order to Old Business for the presentation from W.B. Olsen on construction plans. Ms. Guerrero seconded and the motion carried.

Ms. Harte presented the design plans, which have had a courtesy review by city's ARC (Appearance Review Committee) chairman. Exterior materials were chosen for sensitivity to cost, maintenance, longevity, and zoning code. Interior design includes warm neutrals in adult space. Children's space will have a woven wall-covering. Young adult space will have darker but more vivid colors.

Mr. Muelver arrived at 7:09 pm

The landscape plan was also presented. Flag will be attached to the building. The 16 feet in front of building will be landscaped for program space and outside events, lined by a hedge along Highwood Ave sidewalk, and including benches for wifi users. The honey locust tree will be pruned, trimmed, and root barrier added. Crab apple tree will be removed. Statue will be moved outside and memorial rock will be moved.

Building's new name will be Highwood Library and Community Center (HLCC). Plans will be reviewed by ARC for recommendations and then presented to the city council for approval at the 3/15/22 city council meeting. Mr. Olsen presented project's proposed timing: design finished at end of March; put out to bid for 3 weeks the first week of April; plans for the library to move into east building late April; construction Mid-May through October; community room portion under construction in November/December. Timing is subject to permit approval, availability of materials, supply chain disruptions, and weather delays. Budget was originally developed in September, and some optional alternate bid items were identified. It was noted that the library is still waiting on state approval of the DCEO grant.

President's Report

- Board celebrated Ms. Patlan's 3 year service anniversary.
- Ms. Victorica, new board trustee, introduced herself and described her past experience marketing to children.
- Board met new children's librarian Alice Dayton, who has just started full-time work, funded by a grant.

- Ms. Hospodarsky, Ms. Cizek, and Ms. Chavez trustee terms expire in May. Ms. Cizek has resigned her position a few months early, effective today, so there is a new board opening. Ms. Hospodarsky will renew her own term.
- Ms. Regalado will update library stationary and circulate.
- Ms. Cleland and Ms. Patlan attended the ILA Library Legislative Meet-Up Session and Ms. Cleland provided a report. Legislators in attendance were supportive of the priorities of broadband and reasonable access to electronic resources.
- Ms. Patlan is coming off the Executive Board of the ILA in June.
- Director review process will begin shortly. Director is preparing for staff reviews. Personnel Committee will share evaluation forms with board.
- President already provided onboarding to new trustee Ms. Victorica, who will step in to serve on Building and Grounds committee.
- Friends update: businesses have agreed to participate in a Friends Discount Card and information is on Friends Website. Board members should confirm a business with president before soliciting new ones.

Secretary's Report

Ms. Hospodarsky moved to approve the minutes from the January 24, 2022 regular meeting, Ms. Loredo seconded, and the motion carried unanimously.

Communication: None

Treasurer's Report

Ms. Loredo presented the December financials and January invoices.

- Hardware budget will be used to buy out copier. Mr. Knutson also plans to visit in April.
- Finance committee will meet to discuss final FY spend and prepare for future presentation to City Council of the 3 year plan.
- IL State Library PAN that paid some wages is Pandemic Reimbursement.
- Bank charged \$26 maintenance fee on 1/19 for "analysis activity 12/21"; this was incoming wire charges for grant money. Will investigate ACH or fee free option.
- May recategorize Demco Processing Supplies from office supplies to book supplies.

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

Director's Report

Ms. Patlan highlighted some items from her monthly report.

- She noted the serious plumbing issues that have arisen in the new bathrooms. These have to be repaired and will cut into the budget available for other building improvements. President will look at old documents to see if there is a remedy for the plumbing faults.
- RAILS offers a new consortium, FindMore Illinois, free for the first year, which could be replacement for OCLC. Ms. Wigodner and Mr. Knutson will work with the system to integrate with Apollo. Systems will be evaluated side-by-side for the year.
- Library plans to partner with the Highland Park library for Dia del Nino celebration, also other possible cultural holiday celebrations during renovations.

- Ms. Patlan will be traveling to Washington DC for IMLS panel on empowering readers.
- Press release to come out tomorrow announcing \$578,000 grant awarded to library for preventative health education and mental health counseling from NorthShore Community Investment Fund. Library was 1 of 7 organizations funded from this new fund which will underwrite support groups and case management. Several bilingual candidates have been identified for role of health equity manager.
- 5 new grant applications are in process, due end of March.
- Ms. Regalado noted that Rachel McMullen was named to the CTAD (Community The Anti-Drug) Board of Directors and featured in most recent monthly email to community.

Old Business

Library construction project update was covered earlier in the meeting.

New Business

Ms. McMullen presented work to develop a new library logo. Catchafire connected the library to a pro bono professional. Proposed logo is flexible for marketing purposes and not tied to a specific color. Ms. McMullen will provide feedback that board likes the design and will work on adding library name and best font. Friends group is also interested in a new logo.

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

Meeting adjourned at 8:56 pm.