

**Highwood Public Library Board of Trustees Regular Meeting  
June 28, 2021**

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

**Ms. Hospodarsky called the meeting to order at 7:11 pm.**

**Public Comments** - None

**President's Report**

- Two donations are being received this week totaling \$300,000.
- 2 trustee terms (Cleland, Regalado) were renewed at June 1 City Council meeting.
- Summer reading program kicked off, assisted by teen advisory board.
- IMLS virtual award ceremony will be August 24<sup>th</sup> at 3 pm. Aug 9, 10, 11 at 2 pm are possible dates for the local celebration.
- IPLAR report is in progress with Ms. Wigodner; it's more complicated this year because of a revised form and the influx of grants.
- President hosted party of staff, trustees, and promotoras to celebrate the IMLS award and all the recent library successes.

**Secretary's Report**

Ms. Regalado moved to approve the minutes from the May 24, 2021 regular meeting, May 24, 2021 and June 7, 2021 special meetings, and the May 24, 2021 executive session. Ms. Hospodarsky seconded, and the motion carried unanimously.

**Communication:**

Library received letter awarding a per capita grant of \$7972, to be spent by December 2022.

**Treasurer's Report**

Ms. Loredo presented the May financials and June invoices.

- The new grants report format is still being worked on. This is now able to show library net income.
- Ms. Wigodner will help implement a form with memo line for staff reimbursement for program supplies, which will then be input to memo line for financial reports.
- Recode Museum Pass (\$80) to Programming. Should be advertised.
- Recode B&G supplies like hose to 55400.2 supplies line
- Treasurer will follow up identifying \$1373 in miscellaneous income (49999) for last month.
- Postage/shipping already at 50%+ of budgeted and related to tech shipping costs from consultant. Should grants or technology line be charged instead?
- Keyth tech monitoring is the annual fire radio service and was budgeted.

Ms. Hospodarsky moved to approve the June 2021 invoices as listed in the Check Detail, Ms. Cleland seconded, and the motion carried unanimously.

## **Director's Report**

Ms. Patlan had provided the board with her monthly written report.

Board discussed some new ideas for adult programming, including elder programming, and the recent event with the Infinity Foundation.

## **Committee Reports**

Personnel: will meet with director for goal review and alignment to strategic plan

Policy: no policies due for board review. Financial policies were provided to Finance committee for comment. Authority to Spend bidding threshold has been increased to \$25,000 to conform to latest rules.

Technology: Met with Mr. Knutson in town in June, for technology strategic plan. WB Olsen is providing a technology topology map for planning purposes. Committee could welcome a new member, perhaps from the community.

B&G: Ms. Cizek reported on the plumbing investigation. A camera was run through the bathroom plumbing lines- awaiting footage. Investigating quote options for changing 2 toilets for more water flow; power flush; a wider exit pipe. Committee obtained HVAC recommendations: 1 rooftop unit and main library furnace should be replaced.

## **New Business**

Ms. Hospodarsky moved to adopt the Authority to Spend policy updated with new threshold to seek builds for bidding work. Ms. Loredo seconded and the motion carried unanimously.

There was discussion of the sustainability budget. Ms. Hospodarsky moved to approve the sustainability budget concept hiring of additional staff and a director's market rate salary increase, contingent on raising funds necessary to pay 100% of salaries. Ms. Regalado seconded and the motion carried unanimously.

Ms. Hospodarsky moved to approve the strategic plan for 2021-2024, Ms. Loredo seconded and the motion carried unanimously. Ms. McMullen will finalize and Ms. Regalado will post on website.

There was discussion of the draft contract for design build team WB Olsen. A Jenner & Block retiree and Mr. Wigodner both volunteered to review the proposed contract, and revisions were made. Library may need to add an insurance rider, and Mr. Wigodner will investigate tomorrow.

Ms. Hospodarsky moved to hire WB Olsen as library's design build team and give President the authority to sign the contract. Ms. Cleland seconded and the motion carried unanimously.

Ms. Regalado and Ms. Cleland cannot attend 7/26 meeting and Ms. Guerrero will take minutes.

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

**Meeting adjourned at 8:40 pm.**