

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

Present—Trustees: Janell Cleland, Diana Guerrero, Nora Loreda, Jason Muelver, Catherine Regalado; Carmen Patlan, Director;
Absent: Lucy Hospodarsky, Lorena Victorica
Attending by phone: Bertha Chavez

Ms. Cleland called the meeting to order at 7:01 pm.

Public Comments – None

President’s Report

- Ms. Cleland reminded board that Statements of Economic Interest are due in May

Ms. Victorica arrived at 7:05 pm

Secretary’s Report

Ms. Cleland moved to approve the minutes from the February 28, 2022 regular meeting, Mr. Muelver seconded, and the motion carried unanimously. Ms. Regalado has a newer version of library stationary to circulate to board.

Communication:

A FOIA request from a reporter regarding challenged books requests was fulfilled by director. RAILS is offering a trustee seminar on this topic Wednesday.

Treasurer’s Report

Ms. Loreda presented the February financials and March invoices.

There was a question on an unemployment payment through payroll, which treasurer will investigate.

99.1% of property taxes have now been collected. The library received a PPRT \$4495 check. Finance committee met and put together the FY23 budget to be presented for approval at April board meeting. The director noted FY22 spend-down is on track.

Director suggests hiring a business manager via administrative expenses funds from grants, given the high level of budget and grant management with vouchered grants.

Ms. Cleland moved to approve the March 2022 invoices as listed in the Check Detail, Ms. Guerrero seconded, and the motion carried unanimously.

Director’s Report

Ms. Patlan highlighted some items from her monthly report.

Construction project update: Expected to start in early May. Library will need to close 1 day to move the books. The meeting room will be used for storage and a mini library space. Weeding is ongoing to make the collection as current as possible. The building will be closed 2 additional days to move the server wiring. Books formerly for sale are now being donated. Quotes are

being obtained for movers for shelving. There will be new shelving in YA area. 6 staff members need to have space during the construction.

With the new Northshore Health System grant and partnership with their Community Investment Fund, 5 new employees will be hired: a manager, 2 counselors, and 2 social workers. During construction these workers will do remote work, plus use counseling space offered at the Church of the Redeemer across the street. Literacy programming will be located at D112 buildings. Ms. Loredo suggested checking into space at City Hall.

DCEO grant approval is now at governor's office, which will take another 6 weeks. Given how costs have risen since original budget, all the originally planned work can't be done. Projects were prioritized. An anonymous donor has made a large donation which will take care of the rotted wood on the eaves and the HVAC and other items to improve Meeting Room. If possible, director would also like to add a window in north wall of children's room.

Celebrate Highwood group is now meeting at Library and has approved a \$5000 donation to the Friends.

Director is fostering close interaction with District 112. She met with the Northwood principal today, and is also working with the assistant superintendent of services. Library staff will prepare materials for Northwood's staff, and have a presence there. District will help library access data to determine success rates for library programming.

Old Business

Library logo update: mockup was received today. Staff has chosen their favorite of 4 options and the board agreed. This will now be implemented with a standard blue color for letterhead- director will share the file.

Friends of the Library: fundraising conversations and membership drive continue. House parties might be a possibility.

New Business

Policy committee met and recommended multiple policies for approval:

Ms Regalado moved to reapprove the following policies: Blood Borne Pathogens, Disaster Plan, Soliciting and Selling, Meeting Room Policy, Records Disposal, Confidentiality, Material Posting. Mr. Muelver seconded and the motion carried unanimously.

Ms. Regalado moved to approve the revised Patron Code of Conduct incorporating the Food and Beverage policy, Ms. Loredo seconded, and the motion carried unanimously.

Ms. Regalado moved and Ms. Guerrero seconded to approve the new Photography and Filming Policy. The motion carried unanimously.

An anonymous donor pledged \$800/year over the next 10 years to cover lost fine income if late fees are eliminated. Director noted late fee elimination, which board has considered before, is

increasingly common at libraries. Ms. Regalado moved to approve the revised Material Loan Periods and Fees policy eliminating fees and harmonizing some loan periods, Ms. Cleland seconded, and the motion carried unanimously.

There was discussion on updates recommended by the director to the Personnel Policy. Some items were updated to current practice, organization chart was updated, additional week of vacation was added for director and associate director, and 3 personal days of paid vacation were added for part and full time employees. Vacation time can be used in advance of accrual subject to managerial approval and payback if employee leaves. With the new organization there will be 10 full time employees. This may be too small of an organization to use the Paid Time Off concept. Service anniversary vacation bump-ups could be considered in future.

Ms. Regalado moved and Mr. Muelver seconded to approve the revised Personnel policy and the motion passed unanimously.

Executive Session for director review is shifted to next month. President continues to accept comments for review.

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

Meeting adjourned at 8:21 pm.