

**Highwood Library & Community Center  
Board of Trustees Regular Meeting – May 28, 2024**

Present—Trustees: Janell Cleland, Lucy Hospodarsky, Nora Loreda, Paul Martinez, Nancy Pastroff, Catherine Regalado; Laura Ramirez, Director  
Absent: Bertha Chavez, Jason Muelver

**Ms. Hospodarsky called the meeting to order at 7:05 pm.**

**Public Comments** – None

**President’s Report**

- President will share some links for trustees to improve their knowledge. Trustee education – sample bylaws, free programming for trustee training. Bring training back to board to share with all trustees- what training and summary. That can be reported in Per Capita Grant.
- President will email her Annual Report to the Board.
- Piacenza painting will move to the Highwood Historical Society.
- City Council reappointed Ms. Cleland and Ms. Regalado to the Board.

**Mr. Muelver arrived at 7:06 pm**

**Secretary’s Report**

Ms. Hospodarsky moved to approve the regular minutes from April 22, 2024, Ms. Loreda seconded, and the motion carried unanimously.

**Communication**

A collections agency confirmed Highland Park News was paid in April and issue is resolved. Director followed up with patron on outdoor positioning of sculpture and building art. Suggestion box: There was a comment on refreshments for kids. Staff is already working on a Zumba class for kids simultaneous to Charlas program.

**Treasurer’s Report**

Ms. Loreda presented the April financials and May invoices. The Finance Committee will meet before June board meeting.

- The Business Manager explained the large IMRF increase in past month was due to a writeoff.
- Nayax is printing station processing.
- La Union purchase was for grocery gift cards.

Ms. Hospodarsky moved to approve the May 2024 invoices as listed in the Check Detail, Ms. Cleland seconded, and the motion carried unanimously.

**Director’s Report**

Ms. Ramirez highlighted several items from her report.

- Potential board candidate has been referred to the President.
- Book Match books are in.

- Art Center is a valued partner, collaborating on Animal Junk sculptures and donating gift certificate for Summer Reading.
- Book character pajama party will be offered quarterly.
- Teens are getting comfortable with Maker Space equipment and showing creativity so open maker sessions have been added.
- Adult literacy group attended an author presentation at Lake Forest College, and were educated on medical visits. A volunteer is helping class members create small business websites.
- Health equity handled 105 appointments in past month.
- Workforce development kiosk will be installed in June.
- Early Voting hosting agreement is signed. A volunteer scheduling form will be sent out.
- Personnel committee approved Director's proposed changes. A Circulation Assistant position was filled. There were promotions within the Children's department and 3 part time positions have been posted to cover desk on nights/weekends.
- Budget impacts are being assessed due to Community Catalyst not funding FY25.
- Director is meeting with tech consultant to finalize IPLAR by end of June.
- Waiver from WB Olsen subcontractor needed; must have doors replaced by June 30. City audit is still incomplete, delaying reimbursements. Engagement letter for monthly oversight will have contract terms.
- Friends would like to have Annual Report professionally printed and mailed to select donors.
- Active library card holders increased over past year, and digital checkouts have increased substantially.
- Director explained the dashboard and noted all outcomes were met with one small exception.
- Mr. Martinez wondered about hosting author of I Am Not Your Perfect Mexican Daughter, who works with libraries.
- Library is working with Moraine Township on extended hours for food pantry pickup.

### **Committee Reports**

Technology: Need 2 new members to revitalize that committee. Director has one suggestion and Ms. Regalado will ask a former member.

Policy: Continuing monthly meetings. Ms. Regalado heard on webinar of updated ALA policy, and change has been made. Director has asked staff to be alert for changes that impact policies. Meeting Room policy has been reviewed by staff and finalized. A meeting room application form signed by users contains a liability clause. Personnel policy legal review just came back. Finance Committee will review Financial Management policy already updated by Policy. Ms. Ramirez noted the new Unattended Child policy seems to be working.

B&G: committee is still looking for committee members. They would like to review meeting room usage and whether sound quality could be improved.

### **Old Business**

There was discussion on a strategic planning consultant. Ms. Regalado attended a multi-session webinar and will send out her notes. Some parts of plan development could be internal and others are best with a consultant. Mr. Muelver had also attended a Kellogg training and drafted a

RFP with Director. All documents should be placed in shared Board folder under Strategic Plan. Board agreed best timing was to complete organizational design and then do the plan.

### **New Business**

Some board members will be guest readers at the summer reading kickoff event on June 15.

Ms. Regalado moved to approve the Meeting Room and ALA Core Values policies. Mr. Muelver seconded and the motion carried unanimously.

Annual Committee and Director reports are due. The Director/Library colorful printed annual report was distributed to Board. Policy Committee annual report was posted to shared drive and others will be added.

Ms. Hospodarsky talked with current Board officers. Ms. Pastroff will shadow Ms. Loredo in the Treasurer role and help develop robust and documented controls. She seeks a shadow for President role.

Ms. Hospodarsky nominated the current Board officers for another year, Mr. Muelver seconded, and the motion carried unanimously.

The slate for Executive Board, retaining current positions, was elected unanimously. President Lucy Hospodarsky, Vice President Janell Cleland, Treasurer Nora Loredo, Secretary Catherine Regalado.

Ms Hospodarsky moved to go into Executive Session for the purpose of 5 ILCS 120/Sec 2(c) 1, discussion of personnel. Ms. Regalado seconded and the motion carried unanimously.

**Executive session entered at 8:12 pm.**

**Regular meeting was called back to order at 8:27 pm.**

Ms. Hospodarsky moved and Mr. Muelver seconded to adjourn.

**Meeting adjourned at 8:27 pm.**