

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

Present—Trustees: Bertha Chavez, Janell Cleland, Lucy Hospodarsky, Nora Loreda, Paul Martinez, Catherine Regalado, Lorena Victorica; Carmen Patlan, Director; Laura Ramirez, Associate Director

Absent: Diana Guerrero, Jason Muelver

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

Public Comments – None

Ms. Hospodarsky moved, and Ms. Regalado seconded, to go out of agenda order for the guest presentation; the motion carried.

Ms. Guerrero arrived at 7:05 pm. Mr. Muelver arrived at 7:11 pm.

Presentation by WB Olsen

Owner Dave Olsen and project manager Scott Larson from WB Olsen, and Megan Harte from 845 Design provided updates on the renovation. Dave Wigodner has served as a consultant for the library throughout.

The contract was signed 11/21/22 and phase 1 of construction will be 12/5/22- ~7/27/23. This phase includes all but the east building housing the mini-library. The addition will start in January 2023, including pouring foundation. All work is weather dependent, also contingent on material supplies and deliveries. Library operations will move into completed west building 7/28/23 through 8/11/23, and then phase 2 renovating the Community Room will commence, ideally completing ~9/20/23. Major plumbing work to finally resolve long standing issues has been included in the project and the pipes will be imaged to the street. Results could impact completion time. Electrical panels and rooftop equipment are currently having supply chain issues and project has been staged to account for this. Some finishes are subject to change due to a major flooring supplier going out of business.

Board will be offered early morning tours once demolition occurs, and when brick walls are being opened up, so bones of building can be seen, making it easier to visualize future plans. There was a suggestion to create a time capsule behind a false cabinet, marked with a plaque. Ms. Victorica asked about impacts to Highwood Ave. traffic. These will be minimal, only as sewer and water are connected, because the rear of building and parking lot will be used by construction. Dumpsters are being coordinated with the City. Ms. Ramirez noted Mr. Wigonder has been very helpful facilitating budget revisions, and Mr. Larson in smoothly meeting the grant requirements for subcontractor distribution.

President's Report

- Board will next meet at 6 pm on December 19th at City Hall.
- She signed the amended contract with WB Olsen with amended budget
- Friends are still recruiting new members.
- Staff will attend 12/8/22 5:30-7 pm Oak Terrace story time.

- There is no formal library initiative on Giving Tuesday but board members individually could solicit donations.

Secretary's Report

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

Communication: None

Treasurer's Report

Ms. Loredo presented the October financials and November invoices.

Several items were reviewed:

- Tax receipts are approximately \$10,000 less than budgeted.
- TAC recommended flannel board purchased for storytime.
- Ms. Patlan would like to reimburse the technology contractor for tire slashed while he was working at library, as well as both directions of mileage. The board agreed. He worked tirelessly to prepare the library for construction, including remounting cameras for new setup. It is difficult to wire the building with no attic space. Staff member Yuliya was also very helpful in this work.
- There was a question about securely receiving mail during construction, and a PO box and inside delivery request to post office were suggested.

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

Director's Report

Ms. Patlan and Ms. Ramirez provided additional updates to written report:

- Wifi routers will be impacted during construction when eaves on west side of building are removed, but with the new router in the ceiling there will still be coverage. Mr. Knutson is returning at the end of December for additional work.
- Last invoice was received from Scopoletti Landscaping.
- Library received a new grant of \$100,000 from the HP Community Foundation to cover services following July 4th. They also granted \$30,000 for programming.
- Aurora has significantly grown adult literacy programming. GED training now has different levels.
- Staff are pleased with show rate after appointments for first time individuals seeking counseling.
- Teen volunteers are leading new children's programming of evening Pajama Storytime.
- Staff had several Halloween costume events, which help build trust and rapport with public.
- Director thanked Ms. Ramirez for seamlessly filling in when she was out this past week on personal leave.
- Ms. Alvey will be assisting with HR/policy information. Accountant's budgeted hours appear sufficient.
- Church of the Redeemer will begin invoicing \$1200 quarterly for reasonable expenses they have incurred offering library programming space, governed by an agreement letter to be issued mid-December.

- There will be a Fair Trade show by the Unitarian Church this Sunday, including library patrons who have created crafts via adult programming. The Unitarian Church also provides citizenship tutors for once a week individual sessions for class participants.

Committee Reports - None

Old Business

Friends update: Erin Connelly will take over President of Friends from Andy Hamilton. Friends were critical in publicizing the successful groundbreaking event earlier in the day. Their Fundraising committee is meeting in mid-January with a goal to raise \$500,000 for sustainability campaign.

Ms. Patlan reported good news on staff member's spouse's operation as she is on FMLA.

New Business

Sexual harassment policy was revised as the law requires annual training to be tracked in employee's file. Staff will read and acknowledge. Ms. Regalado moved and Ms. Cleland seconded to approve the revised policy. The motion carried unanimously.

Ms. Hospodarsky moved and Ms. Regalado seconded to approve the calendar of 2023 closure dates; the motion carried unanimously.

Ms. Guerrero left the meeting at 8:07 pm.

Ms. Ramirez presented an internal operating budget including grant revenue and grant expenses.

Library has always tracked tax levy spending but will now do the same with grants, which total \$980,000 in total income. Construction income, previously under an umbrella category of contracted services, will also now be tracked. There will be categories of grant programming expenses and grant building expenses.

Ms. Ramirez worked with Ms. Hospodarsky and Mr. Muelver on the spreadsheet. Its design is comprehensive, but not overwhelming. This is just for internal tracking; the tax levy budget will still be published on the website. Ms. Ramirez and Ms. Wigodner have worked hard to streamline the spreadsheet process, which covers all grants received over time. Once spent down, grant will be zeroed. Grants may be grouped into larger categories moving forward.

Ms. Hospodarsky moved to approve the internal grant budget as presented, Mr. Muelver seconded, and the motion carried unanimously.

Audit update: City's auditors are still working on the library audit. The Friends' audit was completed Oct 31 and provided to city auditors. Library has a deadline of 6 months after fiscal year end (Oct 31) for DCEO grant, so in future years the Friends will have to complete their audit sooner. The library is currently non-compliant with the state until the city audit is complete. Because of this we have had to pass on several grant opportunities and cannot receive reimbursements for construction expenses until this is completed.

Ms. Cleland acknowledged the excellent presentation and organization for the groundbreaking event earlier in the day. All board members who could attend agreed.

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

Meeting adjourned at 8:36 pm.