

**Highwood Public Library Board of Trustees Regular Meeting
September 28, 2020**

The meeting was held by Zoom teleconference.

Present—Trustees: Bertha Chavez, Janell Cleland, Diana Guerrero, Lucy Hospodarsky, Patricia Lenzini, Nora Loredo, Jason Muelver, Catherine Regalado; Carmen Patlan, Director; Kay Kelly

Absent: Barbara Cizek

Ms. Hospodarsky called the meeting to order at 7:03 pm.

Public Comments – None

President’s Report

President and Director reported on library news and grants at recent City Council meeting.

Secretary’s Report

Ms. Hospodarsky moved to approve the minutes from the August 24, 2020 regular meeting, Ms. Loredo seconded, and the motion carried unanimously.

Communication:

- President received email from Highwood resident. There was a question about the library budget and some suggestions, which resident has followed up with the director.
- Five star rating and favorable comments received on Yelp.
- Friends of the Library group is recruiting for a board opening; ideas should be shared with new Friends President, Andy Hamilton. Fundraising, Donor Relations, and Marketing/Communication committees also would like help.

Treasurer’s Report

Ms. Loredo presented the August financials and September invoices.

Ms. Hospodarsky moved to approve the September 2020 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 the monthly written report.

- Work mitigating Covid and completing Census was emphasized when presenting to City.
- Highwood currently has 70% census response. Deadline has now been extended again to end of October and RAILS grant may continue.
- Installed EPrint software, allowing patrons to print from home, laptops, phones. This is being received well by patrons and staff.
- Submitted grant to State of Illinois for \$7235 for upgrading wireless access.
- Success of the Camino a la Escuela program, funded by Chicago Community Trust, was highlighted by the CCT. This sparked re-funding the early childhood education work for \$20,000 via a matching grant with the Hispanic Federation.
- YA learning pods will be constructed in October with \$29,500 received from Julian Grace Foundation. YA room will also have new tables, chairs, and computers supported by a Grainger grant.

- \$2500 from HP Community Foundation for COVID funding assisted with purchase of 1200 thermometers for families in need.
- Community All Pros may be a source of matching grant for state award to upgrade children's area. For all grants it is difficult to arrange timing as matches have to be lined up before state grant will be awarded.
- A proposal was submitted to Grainger Foundation for garage upgrade/awning for food distribution.
- There is a plan to celebrate GED graduates.
- There was discussion on help needed for moving shelves for study pod construction.
- New statistics compared month to previous year; statistics will be included in the web packet.
- Students are using printing and wifi services after school; counselor based occasionally there.
- There are some challenges with patrons not wearing masks, but they are then asked to leave.

Committee Reports

- Technology: Consultant will be coming to library mid-October. Committee will meet before then to determine budget/priorities for FY22.
- Finance: met to begin preparing FY22 budget to present to City Council. ILA recommends budgeting a 5% decrease in PPRT income, and director is investigating Per Capita recommendation with other directors. FY21 Per Capita Grant check has already been cut though not yet received- director will follow up. Committee will meet again first week of October so board can approve budget at Oct 26 board meeting.
- B&G: Ms. Lenzini has arranged front lawn fall cleanup. There was discussion of filling in soil sample core site. City is supposed to include library lawn mowing with Everts Park. Ms. Kelly pointed out it is a weekly watering and weeding task to maintain the front planting.

New Business

Ms. Regalado moved to retain the current status of closed executive session minutes, in the biannual review. Ms. Hospodarsky seconded and the motion carried unanimously.

There was discussion of a party to include board, staff, key volunteers, and honoring a recent staff retirement.

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

Meeting adjourned at 8:26 pm.