Highwood Library & Community Center
Board of Trustees Regular Meeting – September 28, 2026

Present—Trustees: Shelby Drury, Ty Grigg, Nora Loredo, Paul Martinez, Nancy Pastroff, Catherine Regalado; Laura Ramirez, Director
Absent: Janell Cleland, Lucy Hospodarsky
Ms. Pastroff, acting as President, called the meeting to order at 7:03 pm.

Public Comments – None

President's Report - None

Secretary's Report
Ms. Regalado moved to approve the minutes of the August 24, 2026 regular meeting, Ms. Drury seconded, and the motion carried unanimously.
Ms. Regalado, after biannual review. moved to retain the current status of the closed session minutes, Mr. Grigg seconded, and the motion carried unanimously.

Communication
The Director reported on recent communication received. Vendors reached out about security grant plans. Fort Sheridan book club members had suggestions on how to serve the broader community and the Board discussed this. HLCC may host author events with other libraries and with local authors. Though there is an option on the website, residents need prompting to sign up for the HLCC electronic newsletter, and there are many new residents. Ideas included asking City for new family list or displaying brochures at their service window. Ft. Sheridan's board could communicate to those residents. Chamber of Commerce may help. Car magnets with new logo could be given. Board did not recommend postal mailing given poor last experience mailing a community survey. Mr. Martinez will assist staff in brainstorming ideas.

Treasurer's Report
Ms. Pastroff presented the August financials and September invoices.
- FCC radio license fee from security grant is for the strength of signal for walkie talkies.

Ms. Pastroff moved to approve the September 2026 invoices as listed in the Check Detail, Ms. Regalado seconded, and the motion carried unanimously.

Director's Report
Ms. Ramirez highlighted some items:
- The Technology Committee will host a training session on 10/13 for making website more accessible.
- Part time children's assistant recently hired with experience in library literacy programs.
- Summer reading a large success, engaging with patrons in new ways.
- Deerfield Library held a book trivia night staff supported. Discussion on hosting in Highwood. Beermiscuous has own trivia events. They and Highwood train station have historically hosted mini library collections. Other ideas on how to partner with local businesses to offer adult programming are welcome.

- Book donation maintenance and relocation of book sale area. Will partner with a donation service but expect a decrease in sales income.
- Digital literacy continues in last quarter of grant. Continuing 1:1 English language tutors.
- Private funding allowed 115 school supply kits to be distributed.
- Volunteer shifts to support early voting are still available.

Committee Reports
Finance: Ms. Pastroff reported the committee met immediately before the meeting. Friends received an anonymous grant to continue and expand food provision for this FY27. Lake County grant budget will be reallocated to cover purchase of additional technological devices.

Policy: Ms. Regalado reported that the committee met, created Volunteer Policy, and is finalizing volunteer procedures. Contractor manual work will change to contract editing.

Building and Grounds: Committee is working in multiple areas: revamping storage and stacks; collection weeding with transparent process; looking at laptop bar underutilization and need for more desks; relocating food distribution from front; using security access grant and training staff; investigating roofing and tuckpointing.

Technology: Mr. Grigg reported the committee met. A trainer is coming in. Committee is reviewing assistive technology, accessible PDFs, and online conferencing. October is cybersecurity month. Committee will look at best practices for website document display.

New Business
The Board discussed the FY28 budget. Ms. Pastroff moved to approve presentation of the FY28 budget to the City, Ms. Loredo seconded, and the motion carried unanimously.
Yes: Drury, Grigg, Loredo, Martinez, Pastroff, Regalado.

Ms. Regalado moved to approve the Volunteer Policy and 2027 Closing Calendar, Ms. Drury seconded, and the motion carried unanimously.

The Board discussed HB5236- Digital Library Protection Act and its advocacy with state senator Morrison. Everyone present is in favor and Ms. Regalado will ask Ms. Cleland to finalize a letter and send.

The Board discussed maximizing rooms use to carry out strategic plan. Pod cost is prohibitive. There is a distinction between updating collection with more modern books and decreasing collection.

The Board discussed Lake County grant budget reallocation to shift from contractual expenses to purchase of additional technological devices.
Ms. Pastroff moved to approve the Lake Count grant budget reallocation, Mr. Grigg seconded, and the motion carried unanimously.

The Board reviewed Illinois Public Library Standards: Governance & Administration.

Some changes after discussion were made to the initial level assessment in various categories. Ms. Ramirez expressed interest in attending Part 2 of Directors University.

The Board discussed disposal of library property. Ms. Pastroff moved to approve disposal of library property, Ms. Loredo seconded, and the motion carried unanimously.
There was a question on the value threshold of what Board must approve.

Ms. Pastroff moved to close the library early on Friday November 6, 2026 at 4:30 pm for a team building event and open late one date in December 2026. Ms. Regalado seconded, and the motion carried unanimously. It was noted that staff event closures should not occur on school closure dates.

Ms. Pastroff moved to adjourn the meeting, Ms. Regalado seconded, and the motion carried unanimously.
Meeting adjourned at 8:25 pm.