

**Highwood Library & Community Center
Board of Trustees Regular Meeting – June 2, 2025**

Present—Trustees: Bertha Chavez, Janell Cleland, Nora Loreda, Paul Martinez, Nancy Pastroff, Laura Ramirez, Director

Absent-- Lucy Hospodarsky, Jason Muelver, Catherine Regalado

Ms. Cleland called the meeting to order at 7:08 pm.

Public Comments: None

President’s Report

The board reviewed the President’s annual report.

Committee annual reports are in progress or were posted to the May board packet.

Ms. Regalado arrived at 7:28 pm.

Secretary’s Report

Ms. Regalado moved to approve the March 17, 2025 executive session and April 28, 2025 regular session minutes. Ms. Pastroff seconded, and the motion carried unanimously.

Communication

The director reported communication was received from authors and organizations.

She reviewed April and May suggestion box items. Staff have discussed oversight of children when adults are in programming. Board discussed a request for request for childcare and whether it was a capacity problem that could be handled offsite; this would be additional cost. Director will contact requestor and consider further but there was no clear solution. Staff connected a requestor with CLC tax classes.

Treasurer’s Report

Ms. Loreda presented the April financials and May invoices.

- Snow removal will be corrected from April to March
- April wage changes reflect promotions.
- Background checks will be moved from Staff Development to Hiring Services for FY26.

Ms. Regalado moved to approve the May 2025 invoices as listed in the Check Detail, Ms. Pastroff seconded, and the motion carried unanimously.

Director’s Report

Ms. Ramirez shared additional items to her written report:

- 50th anniversary of library is 2027- Friends and Board plan to celebrate.
- National Heat & Power will not complete VAV box installation for HVAC system. WB Olsen aware is looking for replacement companies.
- New hire for circulation desk named Kaylee Paxton.
- There was discussion on drawbacks to hosting Election Day voting. Regular volunteers were unavailable as they were already election judges. Board/Friends would be needed. Extra wages for that day estimated at \$450, and overall voting including Early Voting, at \$2000.

- There is a new member of Friends group offering HR experience. The Friends were very generous over budgeted amount for last fiscal year, and have especially supported food insecurity outreach and the new senior programming that includes donated food.
- Secretary will work with Director to sign IPLAR before end of month.

Committee Reports

Finance: Ms. Pastroff reported that Committee met just before, and discussed IMRF. HLCC auditor has provided everything for FY24 audit to City's auditor. Committee is aware of possible lower income for FY26 for multiple reasons and is looking at how to raise replacement funds. Northwestern Medicine grant was received.

Policy: Ms. Regalado reported on changes in progress for Conflicts of Interest policy as requested by a funder. Director surveyed other directors and Committee recommends keeping wireless accessible. Committee added a new option for photo/address ID to Library Card Policy. FOIA Policy had minor updates and Bylaws had updates to trustee orientation electronic access.

Building and Grounds: Committee is meeting next week.

Old Business - None

New Business

Ms. Regalado moved to approve the Board Bylaws, the Freedom of Information Act Policy, and the Library Card policy. Ms. Cleland seconded, and the motion carried unanimously. The Reference Services policy will be ready for next month.

Ms. Cleland presented the slate for the FY26 Executive Board.

President: Lucy Hospodarsky

Vice President: Janell Cleland

Treasurer: Nancy Pastroff

Secretary: Catherine Regalado

Ms. Cleland moved to approve the slate, Ms. Loredó seconded, and the motion carried unanimously. Ms. Pastroff as new Treasurer will work with the bank to update accounts.

Quarterly outcomes update was tabled for next month.

Ms. Cleland moved and Mr. Martinez seconded to approve the Director's Annual Report. The motion carried unanimously.

Ms. Cleland moved to approve the ILLINET/OCLC Group Services FY26 Member Agreement and the Lake County Workforce Development Youth Employment Agreement. Ms. Loredó seconded and the motion carried unanimously. The President has signed the first and the Vice President signed the second. The Director has already checked with the City and insurance.

The Director explained the proposal from Carol Summerfield for a fast track Strategic Plan that would involve 2 days of discussion with max 20 stakeholders. There was discussion on how to include Board, staff, Friends, a City official, and patron input. The current Mission and Vision

would be kept. The Values have evolved from last strategic plan, and staff developed a new list at a staff retreat. Ms. Cleland suggested patron input via a brief online survey. Director will get more process details (can attendees come to only 1 date, when would plan be delivered?) and try to schedule 2 dates by end of June via Doodle poll.

Ms. Cleland moved to proceed with the 2 day strategic planning process using Carol Summerfield. Ms. Regalado seconded and the motion carried unanimously.

Depending on strategic plan workshop timing, next board meeting may be shifted to June 30. Treasurer and Secretary would miss if June 30.

Ms. Cleland moved and Ms. Regalado seconded to adjourn the meeting.
Meeting adjourned at 8:53 pm.