

Library Meeting Minutes Aug 31st.

7:05PM Meeting called to order

PRESIDENTS REPORT:

Lucy welcomes Laura (AD)

Grew up in HP. Worked in non-profits for 20 years. Programs and fund development. Strong background in fund raising, bi-lingual, and program support.

Letter of agreement for Rita (marketing/fundraising consultant). Fee is being paid via grant money.

Lucy, Carmen and Janelle met to review staff and leadership roles reflecting the strategic direction of the library. Will include in board packet to familiarize all with the objectives.

SECRETARY REPORT:

Lucy Moves to approve meeting minutes, second by Jason passes unanimously.

Going off agenda, public comment from IL State Senator Julie Morrison. Senator Morrison announces she has requested funding for the Library and that \$2 Million has been appropriated for the Highwood Public Library and Community Center. A huge thank you to Senator Morrison for her advocacy of the Library. This grant is available this fiscal year and is from DCEO.

Back to agenda.

Diana joined meeting at 7:25pm

Communications:

HPHS had a fire recently and the Highwood Library stepped in as a shelter/online class support and food distribution for students. District 113 sent a public note thanking us for the support.

TREASURERS REPORT:

Invoicing beginning for building renovation. Will work on a proper reporting structure incorporating input from board, leadership and accounting firm.

Lucy moves to approve to pay August invoices, seconded by Jason. Passes unanimously.

DIRECTORS REPORT:

With new funds through DCEO, we will need to recategorize budgeting and look at additional building needs. Will receive monthly updates on new building developments.

Carmen is looking to see if additional improvements can be made in the plan to lift ceiling and add more natural lighting. Will look to design firm for additional input.

IMLS response we are looking to recognize and steward our supporters in recognition of the legislators support.

Website and tech, looking to meet with CDW and design for a cohesive tech plan.

Laura on grants: \$90k in grant applications for literacy efforts and staff enhancement programming. State of IL library grant to also give support to the community (hotspots, tablets, etc) to help out with the library's tech downtime during renovation.

\$10k grant from Grace to comms and marketing to enhance our fundraising support. This will work on expanding stewarding donors. Will work with Friends on messaging and growth.

First goal of strategic plan is communication and goals for staff to align individual staff goals with the library's strategic plan.

Carmen was approached by Walgreens to host vaccination events for Covid, shingles, pneumonia and flu shots.

Carmen has been approached to be on the board for both RAILS and ILA. She accepted both seats in order to help with the continued goals of the Highwood Library.

Carmen also accepted to give a TED talk on community engagement on the future relevance of libraries in the community.

OLD BUSINESS: none

NEW BUSINESS:

Discussion on potential date changes to coordinate with check writing approvals.

MoU with HP Library. Carmen stated the agreement is starting with Library Cards (focus on NSSD 122 students). Continuing future enhancements in sharing opportunities in order to leverage resources and enhance coordination. Lucy moves, Berta second, approved.

Illinois Construction Grant Agreement (Lucy). Conditions for the grant will be worked into WBO (general contractor) contracts for subcontractors. Conditions will be passed through to subcontractors. Motion to approve the IL Construction grant agreement, second Jason, approved.

Board allow president to sign WBO contract for hallway/storage etc according to grant terms. Second Diana, approved.

9:32 PM Jason moves to adjourn, Berta seconds... passed.