

**Highwood Public Library Board of Trustees Regular Meeting  
March 30, 2023**

Present—Trustees: Bertha Chavez, Janell Cleland, Lucy Hospodarsky, Nora Loreda, Lorena Victorica; Laura Ramirez, Associate Director

Absent: Paul Martinez, Jason Muelver, Catherine Regalado

**Ms. Hospodarsky called the meeting to order at 7:05 pm.**

**Public Comments** - None

**President's Report**

Ms. Hospodarsky reminded the board that the library server is currently being updated.

**Secretary's Report**

Ms. Hospodarsky moved to approve the minutes from the February 17, 2023 regular meeting, Ms. Loreda seconded, and the motion carried unanimously.

**Communication:** None

**Treasurer's Report**

Ms. Loreda presented the February financials and March invoices.

- President Hospodarsky sent email to Chris Martin to request Personal Property Replacement Tax (PPRT) payment for the year and she will follow up with City Manager about property tax revenue shortage.

Ms. Hospodarsky moved to approve the March 2023 invoices as listed in the Check Detail, Ms. Cleland seconded, and the motion carried unanimously.

**Director's Report**

Ms. Ramirez noted several items:

- Renovation is continuing and preparation for siding is beginning. This means the building will be weatherproofed.
- GED program: There are ten students focusing on math and prepping for the exam.
- Citizenship Class: The volunteers are amazing and several new students qualify to take the exam in Spanish.
- ESL Class: A student who speaks Japanese as her first language joined the class. She is a new resident to Highwood.
- Health Equity: Hosted Facebook Live event called Walking Together. Lake County State's Attorney Eric Rinehart highlighted services available for victims of crime.
- Children's Programs: One, Two, Three supports children and their parents as they learn how to support their children.
- Teen Programs: Nuestro Center, Oak Terrace, and Northwood are hosting programs until library has its own Makerspace.
- Hot spot loans are now being tracked in the monthly statistics report. The number posted is the number of times a hot spot is checked out.
- Thank you to Ms. Hospodarsky for honoring her father's memory with donations to library.

- Library is working with city officials and police to respond and collaborate in case of a future community emergency.

### **Committee Reports**

The Finance Committee will meet in April to work on the Annual Budget.

### **Old Business**

- There are open positions on the Friends Board, which focuses on fundraising. One does not need to be a resident of Highwood.
- There is a new Trustee opening since Diana Guerrero moved to a library staff position.
- Bank loan status: Library can enter into a debt certificate arrangement for renovations but the City must approve it. The City Manager has this information and will explore next steps.

### **New Business**

As board had reviewed the list, Ms. Hospodarsky moved to keep current closed executive session minutes closed, Ms. Loredó seconded, and the motion carried unanimously.

Ms. Hospodarsky moved and Ms. Loredó seconded to delete closed meeting recordings of approved minutes older than 18 months. The motion passed unanimously.

Acquiring an Amazon Rewards Visa Card was discussed, to benefit from 5% discount when purchasing materials. Ms. Hospodarsky moved and Janell Cleland seconded a motion to acquire this card, and it carried unanimously. The logistics of tracking purchases/purchaser will be discussed in the Finance Committee.

Media and Photography Policy: Ms. Hospodarsky suggested adding language that includes computers as library materials. Ms. Ramirez suggested that we add bathrooms as a privacy area. Ms. Hospodarsky moved and Ms. Loredó seconded to approve the draft policy with these changes, and the motion passed unanimously. Ms. Cleland will revise and send to Ms. Ramirez. Policy will continue to be discussed and revised as needed.

Lucy Hospodarsky moved and Janell Cleland seconded to adjourn the meeting.

**Meeting adjourned at 8:30 pm.**