HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
February 17, 2026

CALL TO ORDER
President Hoffman, presiding, called the meeting to order at 7:00 p.m.

Trustee Hoffman moved and Trustee Zotos seconded a motion to approve remote attendance for Trustee Olian due to personal matters. The motion passed unanimously.

ATTENDANCE
Members Present: Rob Biederman, Irene Hoffman, Ashley Lapin Olian, Rob Olian (remote), Carol Wolfe, Peter Zotos
Members Absent: Rich Basofin, Rebecca Nathanson
Others Present: Tony Blumberg**,** Graham Harwood, Catherine Lambrecht, Anthony Moaton, Cary Rositas-Sheftel, Pamela Siegel, Heidi Smith

APPROVAL OF MINUTES
Trustee Lapin Olian moved and Trustee Biederman seconded a motion to approve the January 20, 2026 regular meeting minutes, January 2026 Bill List, and the January 2026 Financial Reports. The motion passed unanimously.

Ayes: Biederman, Hoffman, Lapin Olian, Olian, Wolfe, Zotos
Nays: None
MOTION CARRIED

COMMENTS FROM THE PUBLIC
None

REPORT OF THE PRESIDENT
President Hoffman's report included the following:

- President Hoffman noted that this was her first meeting as President and thanked the Board for the opportunity to serve in this role. She also thanked Trustee Olian for extending his presidency by one month to cover January.
- She announced that a new Board member, Stephen Schutt, will begin his term in March, filling the vacancy left by Alicia De La Cruz. Director Smith is working with the City Manager to stagger terms to avoid a large number of trustees rotating off at the same time.
- President Hoffman reminded trustees to complete the Sexual harassment Training and to check junk mail if they have not received the link.
- She shared that construction tours will be offered to the trustees as areas open, beginning after the April Board meeting.

REPORT OF THE EXECUTIVE DIRECTOR
Director Smith's report included the following:

- Director Smith reported that the City Manager shared a memo regarding a review of proposed impact fee increases for the Library, Park District, and School Districts, as well as the distribution among the various governmental agencies. The Park District has taken the lead in coordinating a response and indicated that it would be beneficial to review the distribution. Director Smith will provide updates to the Board as they become available.

- Director Smith asked if there were any questions regarding her written report included in the Board packet.

DEVELOPMENT LIAISONS

Trustee Lapin Olian reported that the fundraising campaign is 80% complete, with $805,000 raised to-date. The liaisons are developing plans to continue outreach regarding naming opportunities through campaign mailings, the *Highlander*, and other methods. The fundraising campaign will continue through June.

EXPANSION LIAISONS

Graham Harwood of CCS reported on construction progress. Concrete foundations have been poured on the south side, with the west side to be poured next. Regarding the lower level, two corridor water leaks were investigated. The plan is to remove the old pipes and reroute new pipework in the lower level to the exterior addition, tying in at that location. Interior framing and installation of the new flooring base in the Makerspace are complete. Dirt work in the lower level is progressing. Dry wall has been installed and a prime coat applied. Slab infill will be finalized once the wall foundation is fully in place. Upcoming work includes installing drainage and connecting it to the roof drains, followed by steel erection and exterior masonry. January weather slowed progress.

The lower level is anticipated to be completed in late March. Stair installation is expected to be complete around May 26. The addition is projected for completion in September 2026, with the Youth Services renovation also anticipated around September 2026. The third-floor archives are expected to be completed by October 2026. Project expenditures to date are around $3.1 million. The elevator foundation was moved further out to avoid rerouting electrical piping, and that work will begin shortly.

President Hoffman turned the meeting over to Director Smith to discuss approval authorization for shelving.

Director Smith explained that at the January meeting, the Board approved two “not to exceed” amounts, one for furniture and one for shelving. Through strategic decisions, the furniture was reduced below the approved amount. However, the shelving estimate did not include the cost of deinstalling and reinstalling the existing archive shelving that was intended to be reused. Including that work would exceed the Board’s approved “not to exceed” amount for shelving. Upon further review, it was determined that rather than increasing labor costs to reuse the old shelving, the Library could purchase all new shelving for a modest additional amount. This option would also avoid uneven shelf heights between new and old units and would eliminate the need for the deinstallation and reinstallation process. Because the furniture order came in under budget, this adjustment would not require an increase to the overall furniture budget.

Trustee Wolfe moved and Trustee Zotos seconded a motion to approve the purchase of a shelving package not to exceed $245,000. The motion passed unanimously.

Ayes: Biederman, Hoffman, Lapin Olian, Olian, Wolfe, Zotos
Nays: None
MOTION CARRIED

OPERATIONS & POLICIES COMMITTEE

Chair Zotos reported that the Committee is not seeking approval of any policies this evening. Four policies will be presented for Board approval in March.

OLD AND NEW BUSINESS

President Hoffman requested a motion to approve the Circulation Policy as revised.

Trustee Lapin Olian moved and Trustee Wolfe seconded a motion to approve the Circulation Policy as revised. The motion passed unanimously.

Ayes: Biederman, Hoffman, Lapin Olian, Olian, Wolfe, Zotos
Nays: None
MOTION CARRIED

Director Smith led a discussion regarding a proposed amendment of the 2026 Budget. As discussed in January, after reviewing the project budget and potential work orders, she recommended increasing the construction budget from $10,065,000 to $10,815,000. If approved by the Board, the amended 2026 budget would be submitted to the City. She clarified that the Library is not expending additional funds; rather this amendment updates the budget document and the project's "not to exceed" amounts. No approval is sought this evening. On the recommendation of the Library accountant, the Board will wait another month before seeking approval in the event additional 2025 invoices are received, although none are anticipated.

Trustee Biederman commented that the amended budget will more accurately reflect the reality of the project's cash flow. The amended 2026 budget will show the remaining construction costs to be paid in 2026.

Trustee Olian questioned the transfer from special reserve of all but about $4,000, along with a transfer in of $280,000. He asked whether the amounts should be netted, reducing the transfer at the top by $280,000 and showing a zero balance at the bottom. Director Smith reported that she had consulted with the Library's accountant on this issue. The recommendation was that it's more transparent to separately reflect the $280,000 in levy funds for the current year. Director Smith will obtain an updated explanation from the accountant and share it with the Board at the next meeting along with the vote on the budget amendment.

OTHER COMMITTEE AND LIAISON REPORTS

Trustee Wolfe reported that she, Trustee Lapin Olian, and Director Smith met with the Executive Board of the Friends of the Librarylast week to discuss development opportunities and how the Friends can assist with the capital campaign. They are actively looking for volunteers to step into executive board positions. Trustees are encouraged to reach out to Trustee Wolfe or Director Smith if they know anyone who may be interested.

ADJOURNMENT

Trustee Zotos moved and Trustee Biederman seconded a motion to adjourn the meeting at 7:38 p.m. President Hoffman, presiding, adjourned the meeting at 7:38 p.m. The motion passed unanimously.

Ayes: Biederman, Hoffman, Lapin Olian, Olian, Wolfe, Zotos
Nays: None
MOTION CARRIED

Submitted by: Pamela Siegel
Reviewed by: Heidi Smith, Ashley Lapin Olian
Approved: March 16, 2026