

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
February 20, 2024

CALL TO ORDER

Vice President Wolfe, presiding, called the meeting to order at 7:00 p.m.

Members Present: Rich Basofin, Rob Biederman, Alicia De La Cruz, Irene Hoffman, Rebecca Nathanson, Ashley Lapin Olian, Rob Olian (remote), Carol Wolfe, Peter Zotos

Members Absent:

Others Present: Graham Harwood, Carl Lambrecht, Catherine Lambrecht, Cary Rositas-Sheftel, Pamela Siegel, Heidi Smith

Trustee Biederman moved and Trustee Nathanson seconded a motion to approve remote attendance for Trustee Olian due to business matters. The motion passed unanimously.

Ayes: Basofin, Biederman, De La Cruz, Hoffman, Lapin Olian, Nathanson, Olian, Wolfe, Zotos

Nays: None

MOTION CARRIED

Vice President Wolfe welcomed Julia Nathanson, the new Highland Park High School student liaison, to the Library Board.

APPROVAL OF MINUTES

Trustee Lapin Olian moved and Trustee De La Cruz seconded a motion to approve the January 16, 2023 regular meeting minutes, January Bill List, and the January Financial Reports. The motion passed unanimously.

Ayes: Basofin, Biederman, De La Cruz, Hoffman, Lapin Olian, Nathanson, Olian, Wolfe, Zotos

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

Carl Lambrecht suggested the library consortium consider an empty warehouse to keep withdrawn materials accessible.

REPORT OF THE PRESIDENT

President Olian's report included the following:

- President Olian reported a meeting date with the Historical Society, Library and the City has not been scheduled yet.
- The City is holding three neighborhood meetings: Friday, April 26 at the Library, Tuesday, May 7 at Moraine Township, and Wednesday, May 15 at Northwood School. President Olian asked board members to advise Director Smith if they can attend one of the meetings.
- President Olian invited Trustees Zotos and Basofin to lead a discussion on monthly financial reports and how to read them. Trustee Basofin reported on the treasurer's responsibilities, Trustee Zotos discussed the financial reports, and Director Smith shared the budget process.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- A revised strategic plan section of her report will include a monthly update on each strategic initiative.
- She shared that the Library is working on an Oral History project related to the 2022 Highland Park shooting. The purpose of the project is to preserve personal stories and experiences that might otherwise be lost over time. The Library has received some support with grant funds from the Illinois State Library and would like to use unrestricted gift funds to support additional expenses related to the project. It is an agenda item to be discussed later in the meeting.
- Director Smith shared that over the last several months staff have had the opportunity to connect to many Highland Park parents and have received feedback on current Youth Services, ideas for expanded spaces, and operations. Assistant Director Rositas-Sheftel added that it has been exciting to listen and to learn from the community. She also reported that the iRead event was very successful. An estimated 1200 people attended the event, and 72 library cards were issued.

ARCHITECTURAL LIAISONS

President Olian reported that the video for the community presentation on Tuesday, February 27, is in post-production. Letters have gone out to residents in the immediate neighborhood of the Library. Director Smith said the Youth Services team is formalizing visits to other local libraries to obtain ideas for implementation in the design plans. Vice President Wolfe shared that Director Smith completed the Illinois State Library grant application for \$125,000 last week.

President Olian expressed there was a plan for approval of the architect and owner's representative contracts at tonight's meeting. However, the contracts are very lengthy and detailed, and Trustee Biederman found some inconsistencies in language. The contracts were sent back to the attorney and the firms, so they are not ready to approve tonight. President Olian proposed for discussion that the contracts be approved substantively and delegated to Director Smith the authority to execute them on behalf of the Board once the changes are made.

President Olian moved and Trustee Biederman seconded a motion to approve the contracts in substance as presented in the board packet delegating to Director Smith the authority to execute them on behalf of the Board once the conforming changes are identified and presented to the parties, and the contracts are amended accordingly. The motion passed unanimously.

Ayes: Basofin, Biederman, De La Cruz, Hoffman, Lapin Olian, Nathanson, Olian, Wolfe, Zotos

Nays: None

MOTION CARRIED

Director Smith commended Graham Harwood as well as the CCS team for their support as Owner's Representative for the expansion project. Mr. Harwood stated he is very proud and excited to be working with the Library and is looking forward to the end results.

DEVELOPMENT COMMITTEE

Trustee Hoffman reported that the Committee made calls to 15 recent donors of sizable amounts. One donor will be attending the February 27 event. All of the donors were excited and thankful for the call and raved about the Library. The Committee is reviewing the Gift Policy and Donor Recognition policies. A final draft of the Gift Policy is being reviewed and will be brought to the Board for approval. The Committee discussed the 2025 expansion campaign including messaging, marketing, promotion, giving opportunities, naming rights, and donor recognition, and communication and engagement with the community.

OLD AND NEW BUSINESS

Trustee Hoffman reported the Friends approved almost \$5,000 in program funding, including the Halloween Railroad, A Night at the Oscars, a series of foreign film discussions, six book discussions, and two historical programs.

Director Smith asked the Board for approval to use unrestricted gift funds for the Oral History Project. So far, the expenses for the Oral History Project have been minimal but they will be increasing over time. She would like approval to use unrestricted gift funds in an amount not to exceed \$10,000 to cover travel expenses, contractor services, and interviews. Trustee Wolfe stated that it's a good concrete thing to inform donors where their money is being used.

Trustee Wolfe moved and Trustee Basofin seconded a motion to approve using unrestricted gift funds in an amount not to exceed \$10,000 for the Oral History project. The motion passed unanimously.

Ayes: Basofin, Biederman, De La Cruz, Hoffman, Lapin Olian, Nathanson, Olian, Wolfe, Zotos
Nays: None
MOTION CARRIED

CLOSED SESSION

Trustee Lapin Olian moved and Trustee Hoffman seconded a motion to adjourn to closed session to discuss a real estate matter at 8:25 p.m. The motion passed unanimously.

Ayes: Basofin, Biederman, De La Cruz, Hoffman, Lapin Olian, Nathanson, Olian, Wolfe, Zotos
Nays: None
MOTION CARRIED

RETURN TO OPEN SESSION

Trustee Zotos moved and Trustee Hoffman seconded a motion to return to open session at 8:32 p.m. President Olian adjourned the closed session at 8:32 p.m. and reconvened an open session.

Ayes: Basofin, Biederman, De La Cruz, Hoffman, Lapin Olian, Nathanson, Olian, Wolfe, Zotos
Nays: None
MOTION CARRIED

ADJOURNMENT

Trustee Nathanson moved and Trustee Hoffman seconded a motion to adjourn the meeting at 8:32 p.m. President Olian, presiding, adjourned the meeting at 8:32 p.m.

Ayes: Basofin, Biederman, De La Cruz, Hoffman, Lapin Olian, Nathanson, Olian, Wolfe, Zotos
Nays: None
MOTION CARRIED

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith, Rebecca Nathanson

Approved: March 19, 2024

