HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
March 16, 2026

CALL TO ORDER
Vice President Zotos, presiding on behalf of President Hoffman, called the meeting to order at 7:00 p.m.

ATTENDANCE
Members Present: Rich Basofin, Rob Biederman, Rebecca Nathanson, Ashley Lapin Olian, Rob Olian, Steve Schutt, Carol Wolfe, Peter Zotos
Members Absent: Irene Hoffman
Others Present: David Buzard, Jasmine Gilling, Graham Harwood, Cary Rositas-Sheftel, Pamela Siegel, Heidi Smith

Vice President Zotos welcomed new trustee Steve Schutt to his first board meeting. Trustee Schutt shared that he was pleased to attend and appreciated the opportunity to meet everybody.

APPROVAL OF MINUTES
Trustee Biederman moved and Trustee Wolfe seconded a motion to approve the February 17, 2026 regular meeting minutes, February 2026 Bill List, the February 2026 Financial Reports, and the 2026 Budget Amendment. The motion passed unanimously.

Ayes: Basofin, Biederman, Nathanson, Lapin Olian, Olian, Schutt, Wolfe, Zotos
Nays: None
MOTION CARRIED

COMMENTS FROM THE PUBLIC
None

REPORT OF THE PRESIDENT
Vice President Zoto's report included the following:
- The next board meeting will be held on April 21. Following the meeting, Director Smith will offer trustees a tour of the makerspace.
- April 21 is also National Library Workers Day. In recognition, fleece zip-up jackets with the library logo have been purchased for staff. Trustees are invited to submit their sizes.
- To remain consistent with FOIA for all agreements, particularly naming agreements, personal information such as home addresses and email addresses will be redacted. This practice will be followed going forward.

REPORT OF THE EXECUTIVE DIRECTOR
Director Smith's report included the following:
- Director Smith inquired whether there were any questions regarding her reports included in the Board packet.
- The Illinois Public Library Annual Report (IPLAR) was submitted to the Illinois State Library at the end of February and provided to the City of Highland Park. A summary highlighting key service-related data was included in the packet. The report enables the state to track progress across libraries and compare data statewide. Director Smith noted that the full report is available upon request.
- Director Smith provided a brief update on the impact fees review. The City Manager indicated that periodic reviews of allocations to each agency is considered a best practice. Additionally, state legislation is being considered that may standardize these allocations. The Park District is

leading the process and is meeting with a specialist to determine the information needed to support each agency's case. Each agency will independently report to the City Manager on how expanded development could impact their services. Trustee Olian asked whether information on impact fees from other libraries is available. Director Smith will investigate and report back at the next meeting.

DEVELOPMENT LIAISONS

Trustee Lapin Olian reported that, as of March 9, 2026, the fundraising campaign total is $815,889.00. She noted that there are four naming agreements to be approved this evening: $5,000 from Andrew and Gail Brown for the Youth Services New Releases area, $25,000 from Jeremy Dubow for the Dubow Family Courtyard, $5,000 from Joshua and Jennifer Herz for the Interactive Visual Display in the Youth Area, and $2,500 from Charles and Stacy Winternitz for a makerspace workbench.

Trustee Wolfe moved and Trustee Olian seconded a motion to approve the Andrew and Gail Brown naming rights agreement. The motion passed unanimously.

Ayes: Basofin, Biederman, Nathanson, Lapin Olian, Olian, Schutt, Wolfe, Zotos
Nays: None
MOTION CARRIED

Trustee Wolfe moved Trustee Basofin seconded a motion to approve the Dubow Family naming agreement. The motion passed unanimously.

Ayes: Basofin, Biederman, Nathanson, Lapin Olian, Olian, Schutt, Wolfe, Zotos
Nays: None
MOTION CARRIED

Trustee Lapin Olian moved and Trustee Zotos seconded a motion to approve the Josh and Jennifer Herz naming agreement. The motion passed unanimously.

Ayes: Basofin, Biederman, Nathanson, Lapin Olian, Olian, Schutt, Wolfe, Zotos
Nays: None
MOTION CARRIED

Trustee Lapin Olian moved and Trustee Wolfe seconded a motion to approve the Charles and Stacy Winternitz naming agreement presented in the packet. The motion passed unanimously.

Ayes: Basofin, Biederman, Nathanson, Lapin Olian, Olian, Schutt, Wolfe, Zotos
Nays: None
MOTION CARRIED

Trustee Lapin Olian also reported that several opportunities remain under discussion, including working with the Friends to determine their final gift. President Hoffman sent a personalized letter last week to potential donors. In addition, thank-you cards will be sent to all campaign donors next week. A campaign mailer will be distributed to the community during the week of April 19, coinciding with National Library Workers Week, providing an update on progress, highlighting upcoming developments, and inviting community members to participate.

EXPANSION LIAISONS

Graham Harwood, CCS consultant, provided a progress report on the expansion project. Concrete work and wall foundations have been completed, and all areas within the foundations have been backfilled.

Steel erection is approximately 80% complete. The next phase will include excavation of the infill area to install underground drainage and conduit, followed by the start of masonry work around the perimeter of the building.

Work continues to address water damage in the lower level. Cracks were identified in pipes connected to the roof drain; these are being replaced, and the system will be rerouted to discharge outside once exterior drainage work is completed.

Progress in the makerspace is moving forward. Dry wall installation and painting are complete, ceiling grids are in place, mechanical ductwork has been installed, and electrical work is ongoing. Upcoming work includes steel installation, followed by exterior drainage and masonry. Interior work will proceed with painting, electrical installation, and ceiling tile replacement in the lower level. Total project expenditures to date are approximately $3 million.

Regarding the elevator relocation, it was moved away from the building to avoid rerouting electrical lines. During excavation, unfavorable soil conditions were encountered again. Excavation to the required depth revealed insufficient bearing capacity and further excavation is not advisable due to potential risk to the building's foundation. As a result, the team is evaluating the installation of helical piers, which is estimated to add approximately $20,000 to the project cost. Structural engineers and excavation contractors are reviewing this solution.

OPERATIONS & POLICIES COMMITTEE

Chair Zotos reported that the Committee is seeking approval on four policies this evening, including the Materials Selection and Maintenance Standards Policy, Request for Reconsideration of Library Materials Policy and Form, Freedom of Information Act (FOIA) Policy and Form, and Donor Recognition Policy.

Trustee Biederman moved and Trustee Nathanson seconded a motion to approve Policy 202, Materials Selection and Maintenance Standards Policy as revised. The motion passed unanimously.

Ayes: Basofin, Biederman, Nathanson, Lapin Olian, Olian, Schutt, Wolfe, Zotos
Nays: None
MOTION CARRIED

Trustee Biederman moved and Trustee Nathanson seconded a motion to approve Policy 203, Request for Reconsideration of Library Materials Policy and Form as revised. The motion passed unanimously.

Ayes: Basofin, Biederman, Nathanson, Lapin Olian, Olian, Schutt, Wolfe, Zotos
Nays: None
MOTION CARRIED

Trustee Biederman moved and Trustee Nathanson seconded a motion to approve Policy 204, Freedom of Information Act (FOIA) and Form as revised. The motion passed unanimously.

Ayes: Basofin, Biederman, Nathanson, Lapin Olian, Olian, Schutt, Wolfe, Zotos
Nays: None
MOTION CARRIED

Trustee Lapin Olian moved and Trustee Nathanson seconded a motion to approve Policy 612, Donor Recognition as revised. The motion passed unanimously.

Ayes: Basofin, Biederman, Nathanson, Lapin Olian, Olian, Schutt, Wolfe, Zotos
Nays: None
MOTION CARRIED

OLD AND NEW BUSINESS

Director Smith provided a brief update on the staggered term request. Board terms are four years. When the Board expanded from even to nine trustees, the terms of the two additional positions were not structured to ensure appropriate staggering, creating the potential for a majority of the quorum to turn over in a single year. To address this, Director Smith and President Hoffman developed a plan in which select new appointments would be reduced from four-year terms to three-year terms to better stagger future terms. The City has acknowledged this approach, and Director Smith will follow up with the City at the end of the year.

OTHER COMMITTEE AND LIAISON REPORTS

Trustee Olian suggested revoking the approval of the MOU with the Historical Society and the City, noting that more than a year has passed without any indication that the Historical Society intends to sign. The Board will consider whether to assign oversight of this matter to a committee, as it was originally managed by a task force that included the full Historical Society Board. As an initial step, Director Smith will contact the City Manager.

ADJOURNMENT

Trustee Lapin Olian moved and Trustee Wolfe seconded a motion to adjourn the meeting at 7:55 p.m. Vice President Zotos, presiding, adjourned the meeting at 7:55 p.m. The motion passed unanimously.

Ayes: Basofin, Biederman, Nathanson, Lapin Olian, Olian, Schutt, Wolfe, Zotos
Nays: None
MOTION CARRIED

Submitted by: Pamela Siegel
Reviewed by: Heidi Smith, Ashley Lapin Olian
Approved: April 21, 2026