

HIGHLAND PARK PUBLIC LIBRARY

Board of Trustees Meeting

March 21, 2023

CALL TO ORDER

President Wolfe, presiding, called the meeting to order at 7:12 p.m.

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

Members Absent: Rob Olian, Bill Ott

Others Present: Pamela Siegel, Heidi Smith

APPROVAL OF MINUTES

Trustee Lapin Olian moved and Trustee Nathanson seconded a motion to approve the February 21, 2023 regular meeting minutes, February Bill List, and February Financial Reports. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE PRESIDENT

President Wolfe's report included the following:

- President Wolfe reported that the City has scheduled three neighborhood meetings: April 19 at the Library, May 1 at the Senior Center, and May 4 at Edgewood Middle School. Director Smith will attend all the meetings, and usually one trustee attends as well. President Wolfe asked trustees to let her know if they would like to attend.
- President Wolfe thanked all trustees who signed up to volunteer on Election Day. Director Smith will share talking points about the expansion.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- On behalf of Assistant Director Rositas-Sheftel, Director Smith reported on an outreach program, Rumbo a la Universidad, a Highland Park High School group for Spanish speaking parents with children who are going to college. The Library provided storytimes for children, library card sign-ups, and information about Library services.
- Director Smith reported on changes in the usage of the Library. There is a significant increase in the door count, a 41% increase year-to-date over last year. Circulation is on track to exceed circulation from 2022. Physical book circulation has an 8% increase year-to-date.
- Trustee Zotos questioned whether there are notable trends in resignations. Director Smith said that 7 full-time departures out of 28 overall positions took place in early 2020 during COVID.
- Trustee Hoffman asked if there are any plans for recognition of National Library Week in April. Director Smith reported that the marketing team submitted a press release.

OLD AND NEW BUSINESS

Trustee Hoffman attended the Friends of the Highland Park Library quarterly meeting. She reported the Book Nook raises about \$1,000 per month. The Friends reported the used book inventory is very low and needs more book donations. An annual appeal was mailed to over 13,000 households in Highland Park. The Friends raised about \$30,000 from the mailing. The big book sale is scheduled

from June 21, 2023 to June 25, 2023. The Friends approved \$3,000 in funding requests for programming. The Library Volunteer Coordinator is planning a picnic this summer in honor of Volunteer Week.

President Wolfe reported that she met with Trustee Olian and Director Smith to discuss using an owner's representative (OR) and/or construction manager (CM) for the upcoming work on the library. An OR would be responsible for overseeing the operations on behalf of the owner from the early stages of the planning process. A CM is responsible for the construction project, including the negotiation of contracts and oversight of subcontractors. They recommended hiring an OR on an as-needed basis and are seeking at least three proposals to bring to the board for approval.

President Wolfe also reported they had a fun, interactive meeting with the architecture firm. They looked at examples of exteriors, staff spaces, large meeting spaces, maker spaces, teen spaces, and children's spaces. They discussed things they liked and priorities and adjacencies. An action item that came out of the session is that the architects will conduct a meeting with teens to see what they really would like in the teen space.

Trustee Hoffman reported that a Development Committee was formed with Trustee Basofin, Trustee DeLaCruz, ex officio member Suzanne Zweig, President of the Friends of the Library, and herself to establish a strategy for fundraising. The first meeting was to understand what exists in the library as far as fundraising strategies, donors, activities and policies. She highlighted Policy 612 Naming Rights and three interesting situations that were uncovered. Former promises will be honored and a resolution will be written to document past naming. The resolution will be brought to the Board for approval.

Trustee De La Cruz asked about the social worker position. Director Smith reported Assistant Director Rositas-Sheftel has been networking with other libraries and universities and researching other strategies such as contracting with a firm, internship programs, and local partners.

ADJOURNMENT

Trustee Zotos moved and Trustee Nathanson seconded a motion to adjourn the meeting at 7:31 p.m. President Wolfe, presiding, adjourned the meeting at 7:31 p.m.

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

Nays: None

MOTION CARRIED

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith, Ashley Lapin Olian