

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
April 16, 2024

CALL TO ORDER

President Olian, presiding, called the meeting to order at 7:02 p.m.

ATTENDANCE

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

Members Absent: Irene Hoffman

Others Present: Catherine Lambrecht, Julia Nathanson, Cary Rositas-Sheftel, Pamela Siegel, Heidi Smith

APPROVAL OF MINUTES

Trustee Basofin moved and Trustee Wolfe seconded a motion to approve the March 19, 2023 regular meeting minutes, March Bill List, and the March Financial Reports.

Business Manager Siegel made a correction to the Approval of Minutes: “March 19, 2023 should be March 19, 2024”.

The motion passed unanimously with the amended date.

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

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE PRESIDENT

President Olian’s report included the following:

- President Olian reported that the financial reports were changed to reflect “over and under” budget. Trustees reviewed the City’s format which Kim Stone suggested but did not find it suitable for the Library.
- President Olian asked Trustees Basofin and Zotos to continue with the education and review of financials for the trustees.

Trustee Basofin reviewed the treasurer’s process of approving the monthly bills and the bill list. He also discussed how to compare the bank reconciliations to the bank statements.

Trustee Zotos shared that Director Smith was investigating a new software called Loom. The software allows a person to record a voiceover onto a computer screen video. These videos could be used for training and made available to trustees on SharePoint. The videos are four minutes or less.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith’s report included the following:

- Director Smith introduced Catherine Eilers, Technical Services Manager, to share a power point presentation on 2023 Collections.

- Director Smith pointed out that in the personnel report, longtime ILL Coordinator Stephanie Klemp, left the Library. Staff are evaluating the position and next steps for hiring.
- Director Smith shared that on Thursday, April 25, the Illinois State Library will be reviewing construction grants. She will attend via zoom.
- Assistant Director Rositas-Sheftel shared that the Library attended Rumbo Universidad at the High School. As a result, one person connected with the Social Services Coordinator and two people attended a Fiber Arts program.

Ms. Eilers presentation included Investment in the Collections: Materials Budget, Investment in the Collections: Staff Expertise and Time, and How Patrons are Using the Collections. She highlighted that Highland Park Public Library spends the second least of all neighboring libraries and is the second highest in spending per capita. Topics for further discussion included demographic preferences regarding electronic or physical copies and collaboration with local book clubs on books and how it affects purchasing.

ARCHITECTURAL LIAISONS

President Olian reported that the City and the Park District asked the Library to take into account what might happen in the future with the addition, ensuring the work including grading will support accessibility between the Library grounds and surrounding public spaces. The architects were advised and asked to keep this in mind. The liaisons will be meeting with the architects next week and hope to see samples of stones and a 3D model to share.

BUILDING & GROUNDS COMMITTEE

Trustee Lapin Olian reported the Committee met on April 1 to discuss capital improvement plans. Capital projects for 2025, based on the 2021 building assessment, include computerization, furniture and equipment, the expansion, and moving costs. Key projects for 2026-2034 include roof replacements, HVAC updates, computerization updates, and an Adult Services update. The budget will be presented in June.

The Committee also discussed a new vehicle and is looking at electric vehicles. An EV car show is taking place in Highland Park at the end of the month. The Committee will have more to report following the show.

DEVELOPMENT COMMITTEE

Trustee Wolfe reported the Committee met last week. The Communications Manager, Jill Alfrejd, presented a draft case statement. The Committee discussed personal testimonials, potential tag lines, reviewed different naming opportunities, discussed campaign fundraising ranges, and talked about a campaign kick-off event. Trustees would like staff to talk about the expansion whenever possible at programs. Trustee Zotos asked if an FAQ document was available for board members. Trustee Wolfe stated that FAQ's are available on line and will be refreshed. Director Smith will prepare talking points for the Board.

FRIENDS

Director Smith reported the Friends Board met last week. The plan for expansion was shared with the Friends. Staff requested close to \$5,000 in equipment and programs. The Friends had many questions on "The Library of Things." They funded \$3,772.00. Director Smith pointed out that the financial reports of the Friends were included in the packet as well as a report of attendance on programs funded by Friends.

OPERATIONS & POLICIES COMMITTEE

Trustee Zotos reported that the Committee reviewed two policies. The first policy was the Trustee Training Policy. They are recommending two changes: making library orientation mandatory and increasing the cost of annual membership fees.

Trustee Wolfe moved and Trustee Biederman seconded a motion to approve Policy 101, Trustee Training. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

The second policy discussed was the Disposal of Closed Session Recordings. The Committee recommended changing the term “specify” to “approve.”

Trustee Biederman moved and Trustee Lapin Olian seconded a motion to approve Policy 102, Disposal of Closed Session Recordings. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Trustee Zotos reported that the Committee will review Policy 213 and Policy 201 together at the next committee meeting and will bring recommendations to the Board meeting in June. The terms “personally identifiable information” and “non-personally identifiable information” will be updated.

OLD AND NEW BUSINESS

Director Smith is seeking approval of a 3-year agreement with Tether Security. When the software is installed on laptops, the devices can easily be located.

Trustee Zotos moved and Trustee Nathanson seconded a motion to approve a three year agreement with Tether Security not to exceed \$2,000. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

The ATA letter of agreement is a renewal for accounting services. The hourly rate has not increased but there is an increase in the estimated amount of time needed.

Trustee Lapin Olian moved and Trustee Nathanson seconded a motion to approve the ATA letter of understanding for accounting services. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

ADJOURNMENT

Trustee Basofin moved and Trustee Lapin Olian seconded a motion to adjourn the meeting at 8:12 p.m. President Olian, presiding, adjourned the meeting at 8:12 p.m.

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

Nays: None
MOTION CARRIED

Submitted by: Pamela Siegel
Reviewed by: Heidi Smith, Rebecca Nathanson
Approved: May 21, 2024