HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
April 21, 2026

CALL TO ORDER
President Hoffman, presiding, called the meeting to order at 7:01 p.m.

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

ATTENDANCE
Members Present: Rich Basofin, Rob Biederman, Irene Hoffman, Rebecca Nathanson, Ashley Lapin Olian, Rob Olian, Steve Schutt, Carol Wolfe, Peter Zotos (remote)
Members Absent:
Others Present: Catherine Eilers**,** Claudia Fincher, Carl Lambrecht, Catherine Lambrecht, T. J. Moaton, Cary Rositas-Sheftel, Heidi Smith

APPROVAL OF MINUTES
Trustee Biederman moved and Trustee Schutt seconded a motion to approve the March 16, 2026 regular meeting minutes, March 2026 Bill List, and the March 2026 Financial Reports. The motion passed unanimously.

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

COMMENTS FROM THE PUBLIC
Catherine Lambrecht reported that the Historical Society is interested in obtaining the current archive shelving that will be disposed of in the remodel.

Carl Lambrecht stated that after checking out a Roku device, he found two channels - PragerU and EWTN - were missing and requested that they be added. Director Smith will look into this request and follow up with him.

REPORT OF THE PRESIDENT
President Hoffman's report included the following:
- President Hoffman noted that it is National Library Worker's Day and, in appreciation of the staff, the Library gifted fleece logo jackets and thank-you cards.
- President Hoffman gave a special recognition to Assistant Director Rositas-Sheftel, who is being honored as a recipient of the Character Counts Award, a collaboration between the City of Highland Park, North Shore District 112, and Highland Park High School.
- President Hoffman reminded Trustees that there will be a tour of the newly completed makerspace following the meeting.

REPORT OF THE EXECUTIVE DIRECTOR
Director Smith's report included the following:
- Director Smith reported that repairs to the front steps are forthcoming. The granite will be lifted and regraded, and a broken step will be replaced. This is a temporary fix, and the Building & Grounds Committee will review longer-term replacement options in a future budget year.

- Director Smith shared that Highland Park resident Chris Falcon, through the organization *Take No Bullying*, has approached the City and Library about funding a mural. She has held a preliminary meeting and met with a potential artist, and a more detailed presentation will be presented to the Board at a future meeting.
- Due to changes in the construction schedule, the Library will not be able to serve as a polling or early voting location in 2026.
- A report from Assistant Director Rositas-Sheftel was included in the packet on the development of the Highland Park Shooting Collection, part of the Library's archives, complementing City components of the Collection.
- The City has initiated the triennial review of impact fees and invited the Park District, local school districts, and the Library to participate. A consultant is being selected to conduct a comprehensive review of the current structure and ordinance. Trustee Olian suggested that the consultant's fees be divided based on the percentage of impact fees each organization receives. A meeting is scheduled next week to review the timeline, deliverables and costs, with an update expected at next month's Board meeting.
- Director Smith also reported that she has heard from many team members who have shared positive feedback about the fleece jackets and asked her to extend their thanks to the Board.
- Director Smith asked if there were any questions regarding the written report included in the Board packet.
- She welcomed Catherine Eilers, Technical Services Manager, to present the annual collection report. Ms. Eilers reported that the Library continues to spend less on collections than neighboring libraries, though spending has been gradually increasing. Despite this, circulation per dollar is strong, demonstrating good value. She noted a strong correlation between increased spending and circulation, indicating that increased investment typically leads to higher usage. The Library spent 99% of its materials budget last year. Since 2019, a larger share of funding has shifted toward electronic resources, with limited growth in physical collections due to space constraints and ongoing digital demand. Overall, collection usage remains lower than that of peer libraries and increasing investment in collections is viewed as the primary strategy to improve usage.

BUILDING & GROUNDS COMMITTEE

Chair Basofin reported that the Committee reviewed the 10-year capital budget plan, with a stronger focus on the FY2027 budget. Capital projects for FY2027 were discussed, and a draft will be provided to the Budget and Finance committee for inclusion in the FY2027 budget.

DEVELOPMENT LIAISONS

Trustee Lapin Olian reported that the fundraising campaign is nearing completion, reaching 95% of its $1 million goal. Following a recent fundraising letter from President Hoffman, a $100,000 pledge was received from the Sacks Family Foundation to name the archives, bringing the total, including pledges, to $947,353. The naming agreement will be presented for approval at this meeting. Several naming opportunities remain pending, and the final decision from the Friends is still outstanding.

Trustee Wolfe moved and Trustee Olian seconded a motion to approve the Sacks Family Foundation naming agreement. The motion passed unanimously.

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

EXPANSION LIAISONS

Director Smith reported on construction progress. Studio GC conducted a drone flyover of the addition prior to installation of the roof panels and discovered that some of the structural steel did not match expectations. The steel fabricators implemented field modifications, and a structural engineer will

review the changes to ensure they meet load-bearing requirements and do not result in any aesthetic impact.

In the addition, the structural steel framing is complete, underground plumbing has been installed, and roof panel installation is underway. Work on the elevator foundation is delayed due to poor soil conditions, requiring hand excavation. Trustee Schutt questioned whether a new platform foundation support structure is needed underneath the elevator shaft. Director Smith will ask the construction consultant to clarify and report back to the Board.

In the lower level, water infiltration remains an issue despite pipe rerouting. Additional mitigation options are being explored. The makerspace is nearly complete, while other lower-level areas are mostly finished except for flooring and corridor work impacted by leaks. The first floor is now closed to the public, book relocation is in progress, and demolition will begin soon.

Upcoming work includes exterior wall framing, stone backfill and concrete slab, and masonry for the addition. Storage of materials, watermain work and continued water mitigation are planned for the basement.

Delays have been caused by added foundation and drainage work, a surveying error, electrical rerouting, elevator relocation, and earlier weather and labor impacts. Anticipated completion dates are:

- Lower-level completion expected April 2026
- Stair install completion expected August 2026
- Addition completion by September 2026
- First-floor renovation completions by October 2026
- Second-floor renovation completion by November 2026.

Biweekly construction meetings continue; payments are up to date through Pay Application #9; approximately $3.4M has been spent to date, around 35% of the project.

OLD AND NEW BUSINESS
None

OTHER COMMITTEE AND LIAISON REPORTS
None

ADJOURNMENT
Trustee Wolfe moved and Trustee Nathanson seconded a motion to adjourn the meeting at 8:09 p.m. President Hoffman, presiding, adjourned the meeting at 8:09 p.m. The motion passed unanimously.

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

Submitted by: Pamela Siegel
Reviewed by: Heidi Smith, Ashley Lapin Olian
Approved: May 19, 2026