

# HIGHLAND PARK PUBLIC LIBRARY

## Board of Trustees Meeting

May 16, 2023

### CALL TO ORDER

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

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

**Members Absent:** Irene Hoffman

**Others Present:** Rob Biederman, Cathryn Lambrecht, Rob Rotering, Cary Rositas-Sheftel, Pamela Siegel, Heidi Smith, Jeffrey Stern, Kim Stone

### APPROVAL OF MINUTES

President Wolfe made the following correction to the May 16, 2023 Agenda:

- Under consent agenda, “Approval of April 2023 Bill List and Approval of April 2023 Financial Reports.” change “motion from Carol Wolfe, President” to “motion from Rob Olian, Vice- President.”

**Trustee Lapin Olian moved and Trustee De La Cruz seconded a motion to approve the April 18, 2023 regular meeting minutes, April 2023 Bill List, and April 2023 Financial Reports. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

### COMMENTS FROM THE PUBLIC

None

### REPORT OF THE EXECUTIVE DIRECTOR

Director Smith’s report included the following:

- Director Smith asked the trustees for questions or comments on the monthly report included in the board packet. She added a follow-up to the Operations & Policies Committee review of the Video and Recording Policy about the length of time required for retention of a video. The Illinois State Library disposal local record recommendation is 30 days, but it can be longer based on the amount of data. Then Director Smith reported about the current open position of the library archivist. Previously, the position was 25 hours per week with an annual compensation of \$50,000. Director Smith shared the job description with the Assistant City Manager and the President of the Historical Society. She also reviewed current ongoing projects with the Information and Readers Services Manager and the Assistant Director. After considering all the information, Director Smith is proposing the archivist position be made a full-time position. There is money available in the FY2023 budget, and the FY2024 budget would need an estimated increase of \$27,000. Anticipated benefits for the Library would include additional time for the archivist to acquire knowledge of Highland Park history, additional support for current projects related to the Highland Park shooting, an oral history project documenting physical collections as well as digital collections, and more support available for planning an expanded or renovated space in the 2025 expansion. Once the projects are completed, a longer-term outlook could include more support to the Information and Reader Services area doing reference, collection support, and programs. Director Smith queried the Board about concerns. She would like to post the position by the end of the month and will include the position in the 2024 draft budget.
- Director Smith provided an update on the elevator repair. The permit is in the contractor’s hand and the Library is waiting for a scheduled date for installation.

### REPORT OF THE BUILDING & GROUNDS COMMITTEE

Trustee Lapin Olian reported the Committee met on April 27. Facilities Manager Stechly and Director Smith presented a very comprehensive presentation of the proposed capital projects for FY2024 and the 10-year capital improvement plan. Projects include technology upgrades, parking lot and exterior joint maintenance, furniture

and equipment replacement, soundproofing of meeting rooms, and auditorium improvements. Many items are contingent on the expansion plan. The Board is still deciding whether to engage an owner's representative or construction manager for the expansion.

Trustee Olian asked if some options could be investigated now while waiting to see if they are included in the expansion. Councilwoman Stone suggested consulting with the architects on priority items. Director Smith responded that as soon as it is determined whether or not items are part of the expansion project, they could consult the architects as a separate project.

#### REPORT OF THE DEVELOPMENT COMMITTEE

President Wolfe reported on behalf of Trustee Hoffman. A copy of the minutes from the last meeting was included in the board packet. Trustee Hoffman recommended Administration compile a list of donations of \$500 or more over the last five years. The Committee is thinking about fundraising ideas to run in conjunction with the expansion project. Trustee Hoffman will be conducting a policy audit for development. She will investigate donor software management, and possibly hiring a fundraising consultant. The last item discussed was the Resolution memorializing naming rights and recognition. The date will be changed to the 16<sup>th</sup> of May. The Resolution memorializes the naming rights and recognition that are currently in place in honor of Inger Boye, Jesse Lowe Smith, and Alyce and Leonard Brenner.

**Trustee Olian moved and trustee Basofin seconded a motion to accept the Resolution. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

#### REPORT OF THE OPERATIONS & POLICIES COMMITTEE

Trustee Olian reported on minor revisions in the Photography & Video and Library Video Recording Device policies. Trustee Lapin Olian raised a question about staff photos taken in staff areas. The policy will go back to the Committee for clarification.

**Trustee Nathanson moved and Trustee Lapin Olian seconded a motion to approve the Materials Selection, Request for Reconsideration of Library Materials, and Public Comments policies as revised. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

**Trustee Olian moved and Trustee Basofin seconded a motion to approve the Library Video Recording Device policy with no revisions. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

#### OLD AND NEW BUSINESS

Director Smith referred to a two-page letter of understanding and services from the ATA Group in the board packet. Following the departure of the Library's staff accountant, the Library contracted with ATA Services on a temporary basis for support during the transition. Director Smith is projecting back-up as a key benefit of an improved staffing plan in the long-term hiring of a part-time accounting associate to work in tandem with the Business Manager and the outsourcing of the higher-level accounting work. The Business Manager and the part-time accounting associate would back each other up and ATA would provide accounting back up.

**Trustee Basofin moved and Trustee Olian seconded a motion to approve the ATA Group, LLP agreement for accounting and bookkeeping services. The motion passed unanimously.**

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

President Wolfe nominated trustee Basofin to serve as Treasurer through the end of the year.

**Trustee De La Cruz moved and Trustee Nathanson seconded a motion to approve the election of Trustee Basofin as Treasurer through the end of the year. The motion passed unanimously.**

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

#### CLOSED SESSION

**Trustee Olian moved and Trustee Lapin Olian seconded a motion to adjourn to closed session to discuss personnel matters at 7:46 p.m. The motion passed unanimously.**

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

#### RETURN TO OPEN SESSION

With no further business to conduct and no objections, President Wolfe adjourned the closed session of the meeting at 8:09 p.m. and reconvened an open session.

Discussion followed about the Historical Society's notification to remove their materials from the Library.

#### ADJOURNMENT

Trustee De La Cruz moved and Trustee Lapin Olian seconded a motion to adjourn the meeting at 8:36 p.m. President Wolfe, presiding, adjourned the meeting at 8:36 p.m.

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

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith, [Ashley Lapin Olian](#)