

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
May 20, 2025

CALL TO ORDER

President Olian, presiding, called the meeting to order at 7:00 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: Tony Blumberg, Nora Gladstone, Julia Nathanson, Catherine Lambrecht, Cary Rositas-Sheftel (arrived at 7:25 p.m.), Pamela Siegel, Heidi Smith

APPROVAL OF MINUTES

President Olian removed the approval of the 2025 budget amendment on the consent agenda for further discussion.

Trustee Biederman moved and Trustee Lapin Olian seconded a motion to approve the April 15, 2025 regular meeting minutes, the April 21, 2025 special meeting minutes, the April 2025 Bill List, and the April 2025 Financial Reports. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Trustee Biederman reviewed the changes in the amended 2025 budget resulting from the approved expansion budget of \$10,065,000 at the May 5 Special Meeting.

Trustee Zotos moved and Trustee Wolfe seconded a motion to approve the amended budget as presented. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

Catherine Lambrecht suggested that the Library consider selling books directly at author programs, rather than relying on bookstores.

REPORT OF THE PRESIDENT

President Olian's report included the following:

- President Olian welcomed Councilmember Tony Blumberg, the newly appointed City liaison to the Library.
- He noted that the "Miss Nitro" sculpture had been removed from the west lawn.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith, while preparing the draft budget for 2026, reported that the Library is in a stronger financial position than previously projected. Gift funds had not been included correctly

in earlier forecasts. As a result, the special reserve is now expected to be close to \$500,000 by the end of 2026, rather than the initially estimated \$150,000. She still recommends moving forward with the agreement with the City should any emergency circumstances come up between now and June 2026 when tax levy proceeds are deposited.

- The Board received a note from Suzanne Zweig, President of the Friends Board, expressing appreciation following the recognition of all Friends members during National Volunteer Week in April. She sent a thoughtful thank-you note.
- Director Smith was pleased to report the return of a staff member who had been on leave and extended a warm welcome back. She also shared a thank-you note from the staff member, expressing appreciation for the fruit tray sent by the Board and staff.
- Following up on Technical Services Manager Catherine Eiler's March report, Director Smith addressed several board member comments.

EXPANSION LIAISONS

President Olian reminded the Board that the groundbreaking for the expansion will be June 6 at 11 am. The next step is to sign the construction contract this week. Some follow-up is still required with the City and the Park District; attorneys are reviewing the documents. Regarding the project itself, staff will be revisiting some aspects of the interior furnishings.

BUDGET & FINANCE COMMITTEE

Trustee Biederman reported that the Committee met to discuss the amended 2025 budget, the second iteration of the 2026 budget, and the 2026 capital Building and Grounds budget. Director Smith will check with the City to see what their projected compensation increase will be. Health insurance costs are projected to rise by 30%, due partially to a higher number of employees selecting family coverage. The IMRF contribution rate will see a modest increase from 3.28% to 3.89%. The increase in the Building and Grounds budget is primarily due to the expansion, with higher maintenance costs associated with the larger facility. A 9.5% tax levy will be requested: 8.4% will cover increased operating expenses, and the additional amount will support the growth of the special reserve fund.

Trustee Biederman noted that while there were no changes to the overall dollar amounts in the capital improvement plan, timing of some projects were adjusted.

DEVELOPMENT COMMITTEE

President Olian reported that moving forward, a community wide letter will be mailed around same time as the fence goes up for start of construction. The team has been working behind the scenes on items needed to meet with potential donors. Director Smith shared that the target date for delivery is June 13, a little later date than anticipated because of all the scope discussion.

OLD AND NEW BUSINESS

President Olian reported that a new letter of understanding/contract has been received from ATA, provides accounting services to the Library. The terms are identical to the previous agreement, with the exception of an increased monthly estimate of usage. This adjustment reflects additional work related to the expansion project and the year-end audit.

Trustee Zotos moved and Trustee Wolfe 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

President Olian presented a second item for approval: the annual agreement letter from HR Source. The agreement remains consistent with previous years, with the exception of a modest increase in hourly rate.

Trustee Lapin Olian moved and Trustee Biederman seconded a motion to approve the HR Source letter of understanding for HR services. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

ADJOURNMENT

Trustee Zotos moved and Trustee Lapin Olian seconded a motion to adjourn the meeting at 7:40 p.m. President Olian, presiding, adjourned the meeting at 7:40 p.m. The motion passed unanimously.

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: June 17, 2025