

HIGHLAND PARK PUBLIC LIBRARY  
Board of Trustees Meeting  
May 21, 2024

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 (remote)

**Members Absent:** Irene Hoffman

**Others Present:** Catherine Lambrecht, Yumi Ross, Cary Rositas-Sheftel, Pamela Siegel, Heidi Smith

**The Board approved remote attendance for Trustee Zotos due to business matters.**

APPROVAL OF MINUTES

**Trustee Wolfe moved and Trustee Biederman seconded a motion to approve the April 16, 2024 regular meeting minutes, April Bill List, and the April Financial Reports. The motion passed unanimously.**

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 City and Park District are still discussing expansion plans. The next meeting scheduled for May 31.
- Meetings with the Historical Society have taken place and will continue going forward to discuss how the archives will be handled in the expansion.
- There were no new security issues in the last few weeks.
- President Olian asked trustees to let him know if there's a topic they would like to learn more about and discuss in the board meeting.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith referred to her report in the packet. Three suspensions were issued May 1 with effective support from the police and staff.
- Director Smith reported that youth staff is pursuing locating storytime in the meeting room, which would allow an increase in attendance 12. The architects will ensure the new space is adequate to accommodate increased attendance.
- An email was sent out to the community about upcoming maintenance projects. Sealcoating and striping of the parking lot is scheduled for June 10, weather permitting. The parking lot will be closed from June 10 to June 12.
- Councilmember Ross asked on behalf of District 112 how the expansion project might affect the iRead program in 2025 and 2026. Director Smith replied that the construction would not impact the program in 2025 but does not know about 2026 at this time.

- Assistant Director Rositas-Sheftel shared that Social Services Coordinator Diana Alvey served 11 individual patrons and had 24 patron engagements in April. She has been working collaboratively with the school district and is rethinking the Memory Café program and how to better serve this population. She also shared that the Library participated in the planning of the Moraine Township Resource Fair on April 20. It was a bilingual fair with 25 vendors, mostly social services providers. There were 115 individuals in attendance. A two-question survey completed at the end of the fair had an overall score of 4.5 on a scale of 1-5.
- Director Smith reviewed IPLAR, the Illinois Public Library Annual Report, which is due within 60 days of the end of each fiscal year. The report shows how libraries compare with other close neighboring libraries. Base information includes service population, operating expenditures, programs, program attendance and circulation. Discussion followed.

### ARCHITECTURAL LIAISONS

Trustee Wolfe reported that the architects brought new stone samples to the last meeting. The stone has texture and looks very different than the photos. There is another meeting on Wednesday to discuss interior plans including the Storytime room. The architects will bring images of the exterior with the stones that were selected. Director Smith will give a PowerPoint presentation of the expansion to City Council on June 10.

### BUDGET & FINANCE COMMITTEE

Trustee Basofin reported the Committee is working hard on the budget. Director Smith reported that the City is still developing parts of their budget which the Library follows, so placeholders have been used. The budget is taking into consideration 2026 and 2027 operating expenditures along with 2025. The current draft has a levy increase of under 9% with 5% increase to salaries as well as increases for new positions. Although all the project expenses and revenue are in the 2025 budget, some of it will be spent in 2026 and possibly in 2027. The Committee will meet again on June 6 and will have a draft plan to share with the Board on June 18. Trustee Zotos added that since investment returns are unpredictable, the Committee is taking a conservative view on interest earned over the next couple of years.

### DEVELOPMENT COMMITTEE

Director Smith reported the Committee has been meeting monthly with the primary focus on developing a case statement to present to potential donors. In addition, they are also discussing other facets of donor recognition including naming rights and a donor wall associated with the expansion project.

### OLD AND NEW BUSINESS

President Olian is seeking approval of a letter of agreement with HR Source, a company providing human resources support. The contract had minor changes from last year, which were all accepted by HR Source.

**Trustee Biederman moved and Trustee Basofin seconded a motion to approve an HR Source letter of agreement 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 Lapin Olian moved and Trustee Wolfe seconded a motion to adjourn the meeting at 8:01 p.m. President Olian, presiding, adjourned the meeting at 8:01 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

Approved: June 18, 2024