

HIGHLAND PARK PUBLIC LIBRARY  
Board of Trustees Meeting  
June 17, 2025

CALL TO ORDER

President Olian, presiding, called the meeting to order at 7:00 pm.

There was consensus of the Board for Trustee Zotos to attend remotely due to business matters.

ATTENDANCE

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

**Members Absent:**

**Others Present:** Tony Blumberg, Nora Gladstone, Catherine Lambrecht, Cary Rositas-Sheftel, Pamela Siegel, Heidi Smith

APPROVAL OF MINUTES

President Olian removed the May 2025 Bill List from the consent agenda.

**Trustee Biederman moved and Trustee Wolfe seconded a motion to approve the May 20, 2025 regular meeting minutes and the May 2025 Financial Reports. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

Trustee Biederman corrected the mileage split charge for Cindy LaGreca, adjusting the amount from \$5.60 to \$9.60.

**Trustee Biederman moved and Trustee Wolfe seconded a motion to approve the amended bill list as presented.**

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

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

Catherine Lambrecht offered a correction to the May 2025 minutes, clarifying that she suggested that the Friends of the Highland Park Public Library - not the Library itself - should sell books at author events.

REPORT OF THE PRESIDENT

President Olian's report included the following:

- President Olian and Director Smith attended a legislative meeting earlier today with library directors and board members from neighboring communities in Senator Julie Morrison's district. President Olian noted that it was reassuring to hear that many libraries are facing similar challenges, including security concerns, the need for additional space, and the rising cost of ebooks. They also learned about several interesting programs that will be considered for implementation.

## REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith reported that the all-staff training led by Joffe Emergency Services on de-escalation from a security perspective was well received, with staff offering positive feedback such as "they really get us". Following that session, a separate training session was held for staff serving as Person-in-Charge, focusing on the Incident Command system for emergency situations. The next steps from Joffe include providing written documentation of the Library's emergency procedures and developing more formal protocols for implementing the Incident Command process.

Trustee Zotos requested information about the FOIA request. Director Smith explained that it was the third request received for the tabulated bid results related to the library expansion project.

## BUDGET & FINANCE COMMITTEE

Chair Biederman highlighted three key items from the 2026 budget discussion. The first was salaries. The previous budget draft included a 6% salary increase - 4.2% cost-of-living and merit, and 1.8% for mid-year hires. Director Smith has been in ongoing communication with the City, which is planning a 6% increase for non-union employees to cover both cost of living and merit. In response, the Library increased its salary line to 8%.

The second change involved the IMRF pension contribution. Originally budgeted at 3.28%, the actual rate came in at 3.89%. To accommodate this increase, Director Smith reduced other line items, specifically maintenance and staff training, by \$14,000.

The final change related to capital improvements. An additional \$45,000 was added to the 2026 capital budget, as Director Smith deferred the front door project until after the expansion.

The Committee also reviewed the ten-year Capital Improvement Plan (CIP), which includes a proposed levy increase of 9.5%. Of that amount, \$425,000 is designated for capital improvements in 2026, with 2% annual increases projected in subsequent years.

Fundraising outcomes may impact the final budget. Director Smith noted that the City's budget is still in draft form, and if any changes occur, the Library will reassess its budget to remain aligned.

## DEVELOPMENT LIAISONS

Trustee Hoffman reported that the Development Committee has been paused and expressed special thanks to all its members for their hard work. Moving forward, Trustee Hoffman and Trustee Lapin Olian will serve as liaisons between the Director and the Board to support and oversee development efforts as needed. This new approach is intended to increase efficiency.

Trustee Lapin Olian added that the community mailing is scheduled to be sent out this week.

## EXPANSION LIAISONS

President Olian reported on an agenda item proposing to delegate authority to Director Smith to approve change orders for the expansion project under \$25,000, in accordance with the Library's existing spending policy.

**Trustee Olian moved and Trustee Lapin Olian seconded a motion to approve the delegation of authority to the Executive Director Smith to approve change orders or a series of change orders for the expansion project not to exceed a total of \$24,999. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

OLD AND NEW BUSINESS

None

CLOSED SESSION

**Trustee Wolfe moved and Trustee Hoffman seconded a motion to adjourn to closed session to review closed session minutes, pursuant to 5 ILCS 120/2(c)(21) at 7:24 pm. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

President Olian called the closed session of the Board to order at 7:25 pm.

RETURN TO OPEN SESSION

Trustee Biederman moved and Trustee Wolfe seconded a motion to adjourn the closed session.

President Olian adjourned the closed session at 7:28 pm and reconvened an open session at 7:28 pm.

**Trustee Biederman moved and Trustee Wolfe seconded a motion to approve the December 18, 2024 closed session minutes, approve the opening of the December 18, 2024 closed session minutes, and approve the destruction of closed session recordings from July 18, 2023 and December 19, 2023. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

ADJOURNMENT

**Trustee Hoffman moved and Trustee Lapin Olian seconded a motion to adjourn the meeting.**

**President Olian, presiding, adjourned the meeting at 7:29 pm. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith

Approved: