

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
June 18, 2024

CALL TO ORDER

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

ATTENDANCE

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

Members Absent: Alicia De La Cruz

Others Present: Catherine Lambrecht, Cary Rositas-Sheftel, Pamela Siegel, Kim Stone

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

APPROVAL OF MINUTES

President Olian moved and Trustee Nathanson seconded a motion to approve the May 21, 2024 regular meeting minutes, May Bill List, and the May Financial Reports. The motion passed unanimously.

Ayes: Basofin, Biederman, Hoffman, Nathanson, Lapin Olian, Olian, Wolfe, Zotos

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

Catherine Lambrecht shared thoughts about a dementia friendly program that she attends with a family member at the Library.

REPORT OF THE PRESIDENT

President Olian's report included the following:

- President Olian introduced Michael Malatt, CPA and partner with Baker Tilly, to highlight results of the 2023 audit and answer questions.
- Mr. Malatt gave an overview of the results of the audit. He started with the financial statements which show a strong overall performance in 2023. A \$1.1 million surplus was realized during the year due to revenues being higher than expected and spending below expectations. He pointed out that the IMRF (Illinois Municipal Retirement Fund) pension is always a year in arrears and the impact will be seen in future years. The pension was overfunded in prior years but there were some losses on investments in 2022 so it was slightly underfunded. As a result of the dip in 2022, payments will be higher in 2024. He continued with a review of the Government Auditing Standards Report and the Independent Auditor's Report. There were no major issues; they were able to work smoothly and issued the report in a timely manner.
- Trustee Biederman questioned the nature of the schedule of uncorrected statements. Mr. Malatt stated that it represents differences in items identified during the audit that are immaterial and not significant enough to address. The first item is related to the pension liability. Assets from IMRF are estimated but are eventually audited.
- President Olian reported that the City and Park District are close to an understanding for the land transfer to facilitate the expansion. More information will be presented at the July meeting.
- Director Smith and Trustee Wolfe presented the expansion plans to the City Council on May 28. Director Smith responded to questions. There will be a rezoning of the property required and Director Smith has contacted a lawyer to handle this.

- The Historical Society, the City, and the Library have had difficulty coordinating a meeting date to discuss the Historical Society MOU. There is a meeting planned in July.

REPORT OF THE ASSISTANT DIRECTOR

Assistant Director Rositas-Sheftel report included the following:

- Dr. Rositas-Sheftel highlighted a few items from Director Smith's report in the packet:
 - Director Smith received a proposal from WT group for ADA consultation about the expansion project.
 - At the May all-staff meeting, staff participated in Disability Awareness training with JJ's List. In a survey following the training, 91% of staff said they will use skills learned to interact with co-workers and patrons with disabilities.
 - Diana Alvey, William Pleas, and Dr. Rositas-Sheftel presented at the Reaching Forward North Conference hosted by the Illinois Library Association. The two topics were "Self-Care in the Library" and "How Can Libraries Support Community by Having a Social Services Area."
- Dr. Rositas-Sheftel shared the plans of the Oral History Project, which documents the stories and experiences of those who were impacted by the shooting in 2022. A diverse team including Cynthia Medrano, Cary Rositas-Sheftel, Diana Alvey, Heidi Smith, Bridget Lerette, and Angelica Hernandez from Puerto Rico were trained in Oral History by an expert consultant. There are three phases:
 - The first phase involved researching other oral history projects across the US to learn best practices. Interviews will be conducted with at least 15 participants by invitation only, and will include first responders, teachers, social workers, clergy, and community leaders. The interviews will take place over one year, from summer of 2024 to summer of 2025.
 - The second phase will be an outreach opportunity to announce the project to the community and invite additional narrators. This phase will run from summer 2025 to summer 2026.
 - The third phase will be a do-it-yourself workshop component so other members of the community can learn how to do their own project.
 - The final Oral History project will be translated in English and Spanish. Participants will need to sign a deed of gift allowing use for research for historical and educational purposes. The copyright will be held by the Library. Limited use permission will be granted to educators and researchers upon request.
- Ms. Medrano shared that next steps for the project include purchasing equipment and starting interviews with the high school principals, former and present, and possibly some members from the Highwood Library.
- Councilwoman Stone asked how they decided who to interview. Ms. Medrano responded that they will start with first responders since they have more experience dealing with trauma every day. Highland Park High School and the Highwood Library were the first to invest in the first response with support centers. Ms. Medrano stated that they are interested in people with a relationship to the event and the role they played afterward.

ARCHITECTURAL LIAISONS

Trustee Wolfe reported that she and Director Smith presented the expansion to the City Council. There is some concern about lack of green space going west and the prominence of the entrance on the west. The Architects brought exterior stone samples to the last meeting; the renderings did not do it justice. Trustee Wolfe reported they will start looking at interior materials at the meeting this week and the architects will bring samples to the July board meeting.

BUDGET & FINANCE COMMITTEE

Trustee Basofin reported that the budget is close to finalization. President Olian reported the tax increase will stay under 9%. The levy increase is \$477,000 and the debt service expense increase is \$430,000, almost 90%. Approximately 8% of the 8.9% property tax increase will go to debt service. The remainder of the budget is typical. The final budget will be presented to the City Council in August and will be approved by the Board at the December meeting.

OPERATIONS & POLICIES COMMITTEE

Trustee Zotos reported the Committee reviewed two policies, Policy 213, Website Privacy Policy and Policy 201, Confidentiality of Patron Information Policy. Policies were updated and style changes were made to be consistent with other policies.

Trustee Biederman moved and Trustee Hoffman seconded a motion to approve the Website Privacy Policy and Confidentiality of Patron Information Policy as revised. The motion passed unanimously.

Trustee Hoffman asked whether a retention policy of personal information was discussed in relation to the policy. President Olian stated that it falls under how the library protects personal contact information but doesn't get into the specifics. The Committee will need to look at whether it's technically possible to track. President Olian said that each policy is reviewed every three years, but this policy could be reviewed sooner. He suggested approving the policy now and sending it back to committee to discuss the retention piece.

Ayes: Basofin, Biederman, Hoffman, Nathanson, Lapin Olian, Olian, Wolfe, Zotos

Nays: None

MOTION CARRIED

Trustee Zotos reported that Policy 206, the Archives Policy, and Form 206 will be reviewed at the next Committee meeting.

OLD AND NEW BUSINESS

None

CLOSED SESSION

Trustee Wolfe moved and Trustee Hoffman seconded a motion to adjourn to closed session at 8:05 pm to address actions related to closed sessions.

Ayes: Basofin, Biederman, Hoffman, Nathanson, Lapin Olian, Olian, Wolfe, Zotos

Nays: None

MOTION CARRIED

RETURN TO OPEN SESSION

President Olian reconvened the open session meeting at 8:12 p.m. The first item is to approve the closed session minutes from December 19, 2023 and February 20, 2024.

Trustee Biederman moved and Trustee Lapin Olian seconded a motion to approve the December 19, 2023 and February 20, 2024 closed session minutes. The motion passed unanimously.

Ayes: Basofin, Biederman, Hoffman, Nathanson, Lapin Olian, Olian, Wolfe, Zotos

Nays: None

MOTION CARRIED

President Olian asked for a motion to approve the opening of the December 19, 2023 closed session minutes related to the Executive Director's evaluation and salary.

Trustee Biederman moved and Trustee Hoffman seconded a motion to open the December 19, 2023 closed session minutes related to the Executive Director's evaluation and salary. The motion passed unanimously.

Ayes: Basofin, Biederman, Hoffman, Nathanson, Lapin Olian, Olian, Wolfe, Zotos

Nays: None

MOTION CARRIED

Finally, President Olian asked for a motion to approve destroying the closed session recordings from December 13, 2022.

Trustee Wolfe moved and Trustee Biederman seconded a motion to approve the destruction of closed session recordings from December 13, 2022. The motion passed unanimously.

Ayes: Basofin, Biederman, Hoffman, Nathanson, Lapin Olian, Olian, Wolfe, Zotos

Nays: None

MOTION CARRIED

ADJOURNMENT

Trustee Lapin Olian moved and Trustee Hoffman seconded a motion to adjourn the meeting at 8:15 p.m. President Olian, presiding, adjourned the meeting at 8:15 p.m.

Ayes: Basofin, Biederman, Hoffman, Nathanson, Lapin Olian, Olian, Wolfe, Zotos

Nays: None

MOTION CARRIED

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith

Approved: July 16, 2024