

HIGHLAND PARK PUBLIC LIBRARY  
Board of Trustees Meeting  
July 15, 2025

CALL TO ORDER

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

ATTENDANCE

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

**Members Absent:** None

**Others Present:** Tony Blumberg, Catherine Lambrecht, Michael Malatt, Andrew Marwick, Darcy Marwick, Pamela Siegel, Heidi Smith,

APPROVAL OF MINUTES

**Trustee Biederman moved and Trustee Zotos seconded a motion to approve the June 17, 2025 regular meeting minutes, the June 2025 Bill List, and the June 2025 Financial Reports. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

Andrew Marwick expressed concern about the Library's circulation policy for periodicals. He suggested revising the policy so that new periodicals cannot be checked out for the first 30 days, allowing patrons the opportunity to read them in the Library.

OLD AND NEW BUSINESS

President Olian moved up the final agenda item, approval of the FY 2024 financial audit. Director Smith welcomed Michael Malatt from Baker Tilly, who presented an overview of the 2024 library audit. He highlighted key items from the three reports issued. Overall, the Library ended the year with a \$500,000 dollar surplus, split between the General Fund and Special Reserve fund, primarily due to a significant increase in investment income. He also reported that the pension fund (IMRF) moved from being slightly underfunded at 96.6 % to being overfunded, which will result in a future decrease in the employer contribution rate. Mr. Malatt noted that the audit was very positive and commended Director Smith and Accountant Doris Lorr for their responsiveness and hard work.

**Trustee Zotos moved and Trustee Hoffman seconded a motion to ratify and accept the FY2024 financial audit. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

REPORT OF THE PRESIDENT

President Olian's report included the following:

- There is nothing further to report on the Hold Harmless agreement from the City.

## REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith reported that an email invitation to participate in the United for Libraries virtual conference was sent to trustees. Trustees who are interested in attending should notify Business Manager Siegel, who will handle the registration.
- The IT Manager is retiring, and they are in the final stages of the interview process. An announcement about the successor should be made shortly.

## DEVELOPMENT LIAISONS

Trustee Hoffman reported the mailing has been successful, raising over \$23,000 from 89 gifts to date. Two of the board members noted they had not received the mailing. Overall, the response to the mailing has included very positive feedback.

Several major pledges were received:

- \$250,000 for the Community Room
- \$100,000 for the Youth Activity Room
- \$25,000 for the Laurel Gallery
- \$5,000 for the Youth Art Area

Agreements for these pledges are currently being drafted and will be presented to the Board. The total of all gifts exceeds \$400,000.

## EXPANSION LIAISONS

Trustee Wolfe reported the trailer was delivered on Monday and excavation work is scheduled to begin next week.

Director Smith reported a construction meeting was held earlier today with the owner's rep, architect, and contractor. Graham Harwood from CCS urged the contractor to take immediate action to get the project moving forward. A more refined preliminary construction schedule is expected soon, with the hope that the project team will adhere to the timeline starting next week.

## OPERATIONS & POLICIES COMMITTEE

Chair Zotos reported the Committee is seeking endorsement on five policies this evening.

The first policy, Policy 208 - Library Bill of Rights, reflects ALA's position on basic library principles. The update revised the general policy statement and included a few minor grammatical changes.

**Trustee Hoffman moved and Trustee Wolfe seconded a motion to approve Policy 208, Library Bill of Rights, as revised. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

The second policy reviewed, Policy 209 - Freedom to Read, included a revision to the general policy statement for clarity and one minor edit. No significant changes were made.

**Trustee Lapin Olian moved and Trustee Biederman seconded a motion to approve Policy 209 as revised. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

The third policy reviewed, Policy 210 – Freedom to View, reinforces the anti-censorship principles. No significant changes were made; the policy was updated to align with current style guidelines. The AFVA footnote at the bottom was enhanced.

**Trustee Hoffman moved and Lapin Olian Trustee seconded a motion to approve Policy 210 as revised. The motion passed unanimously.**

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

Policy 207, Internet Policy, is required to be reviewed annually. For the first time, use of AI was incorporated into the policy. Patron responsibilities were updated, including age limits for minors and internet use in the Youth Department.

**Trustee Hoffman moved and Trustee Biederman seconded a motion to approve Policy 207 as revised. The motion passed unanimously.**

Trustee Hoffman asked how staff determine whether a patron is over 14. Director Smith explained that youth library cards are configured to access Youth Services computers. While staff do not “card” patrons, they may respond if someone appears to be struggling or unsure where to go.

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

Policy 212, Information and Reader Services Policy, was updated to clarify how CCS is used to assist patrons in obtaining materials not available in the library.

**Trustee Wolfe moved and Trustee Nathanson seconded a motion to approve Policy 212 as revised. The motion passed unanimously.**

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

#### ADJOURNMENT

**Trustee Wolfe moved and Trustee Zotos seconded a motion to adjourn the meeting. President Olian, presiding, adjourned the meeting at 7:34 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, Rebecca Nathanson  
Approved: August 19, 2025