

HIGHLAND PARK PUBLIC LIBRARY  
Board of Trustees Meeting  
July 18, 2023

CALL TO ORDER

Vice President Olian, presiding, called the meeting to order at 7:02 p.m.

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

**Members Absent:** Carol Wolfe

**Others Present:** Catherine Lambrecht, Pamela Siegel, Heidi Smith, Yeimi Aragon

APPROVAL OF MINUTES

**Trustee Lapin Olian moved and Trustee Zotos seconded a motion to approve the June 20, 2023 regular meeting minutes, the June 2023 Bill List, and the June 2023 Financial Reports on the consent agenda. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

Catherine Lambrecht, Historical Society member, shared her concerns again about the Cookin' with Books program shifting from an online to an in-person program. She confirmed the Historical Society has plans to pick up their materials from the Library on July 31. Ms. Lambrecht also voiced concerns about the gap left in the open archivist position.

REPORT OF THE PRESIDENT

Vice President Olian gave the report on behalf of President Wolfe:

- Director Smith introduced Michael Malatt, Baker Tilly auditor, who attended the board meeting via Zoom. Mr. Malatt thanked Director Smith and Doris Lorr, accountant, for all their support during the audit. He reported on the 2022 audit results and discussed three reports that were issued at the completion of the audit: the Financial Statement, the Government Auditing Standards Report, and the Letter from the Auditors to the Board.
- Vice President Olian reported that there will be a meeting between the Historical Society, the Library, and the City at the end of the month to discuss the transition of materials. President Wolfe will attend the meeting on behalf of the Board along with Director Smith.
- There has been a great response for the open archivist position.
- The Historical Society presentation last week was a successful event with 200 people in attendance.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith highlighted the collection comparison statistics in the board report that were provided by Catherine Eilers, Technical Services Manager. Ms. Eilers compared Highland Park Public Library collection spending and circulation with neighboring libraries and concluded Highland Park is getting good value for their collection expenditures; it is spending less than most of the neighboring libraries while circulation data indicates expected use. The data also indicates that circulation could increase with increased spending.

- Trustee Hoffman questioned Northbrook’s higher circulation rates. Director Smith reported that there are probably several factors that impact this including the purchase of more new materials, a higher number of cardholders, or more young people. Director Smith has been looking for some loose correlations between buying more new titles and increased circulation. She thinks Highland Park could spend more on new materials and see increased circulation. Trustee Hoffman asked whether it would be helpful to compare the number of cardholders at Northbrook to Highland Park. Trustee De La Cruz asked if library cards can be issued at outreach events. Director Smith will look into these questions and report back to the Board.
- Director Smith stated that a committee of three will be interviewing candidates for the full-time archivist position in the next few weeks.
- The part-time social worker candidate withdrew. Director Smith will discuss some new ideas during the budget discussion later in the meeting.

### OPERATIONS & POLICIES COMMITTEE

Trustee Olian reported the Committee met to review three policies: a new 3D printer policy, the Photography & Video policy as revised, and the by-laws as revised. The privacy policies are under consideration but will be addressed at a future date.

Trustee Lapin Olian questioned how a person would know how many hours it takes to complete a 3D project. Vice President Olian reported that it might be possible to tell from the download style or by the amount of filament required. Trustee Hoffman asked how a design is created. Vice President Olian shared that slicing software can be used to create a design or an slp file can be purchased on the internet.

**Trustee De La Cruz moved and Trustee Hoffman seconded a motion to approve the new 3D printer policy, and the Photography & Video policy and the by-laws as revised. The motion passed unanimously.**

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

Nays: None

**MOTION CARRIED**

### ARCHITECTURAL LIAISONS

Trustee Olian reported that he and Director Smith met with the architects and the construction advisor last week to review concepts based on the feedback from the last meeting. All three concepts were similar and comprised a 7,000-square-foot expansion. The architects will make some refinements and come back with a couple options.

Trustee Zotos asked if a timeline has been established to share plans with the public. Director Smith stated there will probably be two more integrations with the architects before bringing the plans to the Board. Following that, plans will be shared with community partners including the Historical Society, the City, and the Friends of the Library.

### BUILDING & GROUNDS COMMITTEE

Trustee Lapin Olian reported the Committee met yesterday to discuss replacing the 15-year-old Library vehicle. The wrap is falling off the vehicle so either the wrap needs to be replaced or a new vehicle needs to be purchased. The Committee put an emphasis on getting an environmentally-friendly vehicle and identified several important needs: seating for four, cargo space in addition to passenger space, easy to load, and stowable seats. The 2023 budget includes \$100,000 to go toward a vehicle. The Building & Grounds Committee would like to receive recommendations for new or used electric,

hybrid, or plug-in hybrid options. The staff committee will do the research and present options to the B & G committee at either the September or October meeting so a new vehicle can be purchased by year-end.

Trustee Hoffman inquired if the Friends are still supporting the purchase of a vehicle. Director Smith will reach out to the Friends to see if they are still interested. Trustee Zotos asked if the \$100,000 was set aside in this year's budget and whether the vehicle will be purchased outright or financed. Vice President Olian stated financing the vehicle could be a possibility depending on the interest rate at the time of purchase.

#### OLD AND NEW BUSINESS

Vice President Olian reported that there are three items of business. The first is the ratification of the 2022 audit results.

**Trustee Lapin Olian moved and Trustee Zotos seconded a motion to ratify the audit. The motion passed unanimously.**

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

Nays:

MOTION CARRIED

Vice President Olian reported the second item of business was the approval of the HR Source agreement as reviewed and revised by Trustee Biederman.

**Trustee Zotos moved and Trustee Biederman seconded a motion to approve the HR Source agreement for human resources services as amended. The motion passed unanimously.**

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

Nays:

MOTION CARRIED

Vice President Olian reported the final item of business was the review of the 2024 budget. Director Smith shared an update to the 2024 budget. She added an 8% increase in health insurance based on the City's projections, and a 15% increase in general insurance following a recommendation from the library insurance consortium. After speaking with a financial advisor and the Library accountant, Director Smith changed the reporting of gifts from the Friends of the Library. A revenue line will show the gifts with a mirroring line under expenditures beginning Jan. 1, 2024. Director Smith increased the investment income from \$30,000 to \$55,000 based on earnings thus far this year. The total increase in the budget moved from 2.8% to 3.2%.

Director Smith also proposed a revision within the salary line. She would like to shift the open hours of a part-time Librarian position to the Social Worker position and make it a full-time Social Services Coordinator position. The coordinator's primary focus would be to collaborate with partners, support the Loyola intern with training, and build relationships and connections.

Lastly, Director Smith recommended changing the note under salary. She would like to make it more general to say all salary increases including wage and salary adjustments. This will allow some flexibility after the completion of the compensation review.

Trustee Basofin and Director Smith will make a PowerPoint budget presentation to the City Council on Aug. 21.

Trustee Hoffman asked whether a development consultant was included in the 2024 budget. Director Smith said that the services budget line should accommodate this need.

**CLOSED SESSION**

**Trustee Lapin Olian moved and Trustee Zotos seconded a motion to adjourn to review closed minutes at 8:18 pm. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

**RETURN TO OPEN SESSION**

Vice President Olian reconvened an open session at 8:25 p.m.

**Trustee Zotos moved and Trustee Basofin seconded a motion to approve and open Dec. 13, 2022 closed meeting minutes, approve April 18, 2023 and May 16, 2023 closed session minutes, and approve the destruction of closed meeting recordings from Sept. 14, 2021, Nove. 9, 2021 and Dec. 14, 2021. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

**ADJOURNMENT**

**Trustee Hoffman moved and Trustee Zotos seconded a motion to adjourn the meeting at 8:26 p.m. Vice President Olian, presiding, adjourned the meeting at 8:26 p.m. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith, Ashley Lapin Olian

Approved: August 15, 2023

