

HIGHLAND PARK PUBLIC LIBRARY  
Board of Trustees Meeting  
September 15, 2026

CALL TO ORDER

President Hoffman, presiding, called the meeting to order at 7:01 p.m.

**Trustee Olian moved and Trustee Schutt seconded a motion to approve remote attendance for Trustee Basofin due to health reasons. The motion passed unanimously.**

ATTENDANCE

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

**Members Absent:**

**Others Present:** Claudia Fincher, Graham Harwood, Cary Rositas-Sheftel, Pamela Siegel, Heidi Smith

APPROVAL OF MINUTES

**Trustee Biederman moved and Trustee Wolfe seconded a motion to approve the August 18, 2026 regular meeting minutes, August 2026 Bill List, and the August 2026 Financial Reports. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE PRESIDENT

President Hoffman's report included the following:

- President Hoffman and Director Smith discussed that, beginning with the January Board meeting, a different department manager will attend each monthly meeting to provide an overview of their department's operations and work. This will give the Trustees a better understanding of the services and activities of each department as well as an opportunity to ask questions, and support staff in the development of policies and plans.
- President Hoffman reported that she is forming a Nominating Committee and will announce the committee members at next month's meeting. The slate of officers will be developed in November, and the Board will vote on the slate in December.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Assistant Director Rositas-Sheftel reported that, year-to-date through August 2026, Media Services staff provided 479 one-to-one technology and skill-building sessions, compared to 322 during the same period in 2025, representing a 50% increase, not 150% as stated in the report. She noted that several factors contributed to the increase, including reallocating staff resources originally assigned to the Makerspace to provide additional computer lab support, skill-building sessions, and technology assistance; hiring an additional full-time staff member; and increasing the visibility of technology services, Makerspace equipment, and digital services through library programs.
- Director Smith reported that there is no new information regarding the impact fees assessment.

- The Strategic Bridge Plan Update memo included in the Board packet states that the team is working to identify intentions and assumptions as part of the process of updating the Strategic Bridge Plan. Director Smith shared the update with the Trustees to determine whether the direction is consistent with what they anticipated. Discussion ensued. Director Smith will go back to the team to use this feedback to draft the plan.

### DEVELOPMENT LIAISONS

Director Smith referred to a memo regarding the development work and highlighted the significant contribution of the Board to the success of the capital campaign, both through personal giving and by connecting the Library with donors in the community. She noted that Board involvement accounted for nearly one-third of the campaign's total donations. Director Smith thanked the Board for its support and efforts, stating that the results were very impressive. She added that the campaign was well received and that the Library learned a great deal about best practices that could be adopted in future capital campaigns.

Trustee Zotos questioned the estimated \$50,000 - \$75,000 in additional staffing costs identified in the memo. Director Smith believes that half- or three-quarter-equivalent support would be necessary to lead another capital campaign at the level the Library would want to undertake in the future. She noted that some regular Library work was delayed or slowed while staff worked on the capital campaign. The staffing needs identified in the memo were naming opportunities, responding to donor questions, documenting gifts and agreements, and coordinating donor recognition and signage, which would not be needed on an annual basis. The staffing needs for an annual appeal would be different.

Trustee Lapin Olian requested approval of two naming agreements included in the Board packet.

**Trustee Wolfe moved and Trustee Zotos seconded a motion to approve the naming agreements for Miller and Zivin as presented in the packet. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

### EXPANSION LIAISONS

Graham Harwood of CCS provided a construction update. Installation of the clay tile roofing has begun, and the roof is watertight. Exterior masonry is complete on the North and South sides, with work continuing on the West side. Glazing is approximately 90% complete.

Ceiling subframe installation in the addition is progressing, while drywall installation (approximately 90% complete) and priming are underway in both the renovation and addition areas. Coiling fire doors between the addition and renovation areas have been installed. The restrooms have been drywalled and plumbing rough-ins are complete.

Water main work began on September 15, with the street closure expected to remain closed for approximately one week. Once the new tap and pipe installation are complete, the water will be tested for chlorine. In approximately two to four weeks, the existing water main serving the current building will be shut down, which will require the Library to close temporarily.

Stair containment has been installed, and demolition of the stairs is complete. The lower level is expected to be closed for approximately two weeks, and the metal stairs are scheduled to arrive this week.

Mr. Harwood reported that water leaks in the corridor wall have been reduced but are still present. The project team is continuing to investigate the issue, including the possibility of installing a drain for the

North-side downspouts to connect to the existing storm water outlet. One additional downspout remains to be checked to determine whether it is clear.

The Makerspace is substantially complete, with only a few punch list items remaining. The lower level is also substantially complete, except for the floor finish and the corridor work.

Looking ahead, work will continue on the exterior masonry, interior drywall and priming, clay tile roofing, and mechanical, electrical, and plumbing systems. Glazing in the addition is expected to be completed this week. Mechanical, electrical, and plumbing work will continue, elevator walls and shoring, stair construction, water main work, and backfilling of the elevator foundation will also continue.

Pay Applications No. 1 through 13 have been paid. Pay Application No. 14 has been approved and Pay Application 15 is under review. Project expenditures to date total approximately \$6.3 million, representing approximately 58% of the overall project budget.

Director Smith reported that preliminary discussions have begun regarding the temporary relocation of Media and Communications staff due to the water issue in the lower level adjacent to the workroom spaces. Temporary workspaces may be needed for two to four months.

Mr. Harwood reported that two transformers also need to be installed, which will require the Library to close temporarily. The project team hopes to coordinate this work with the planned closure for the existing water main.

#### FRIENDS LIAISON

Trustee Wolfe and Director Smith met with Friends board members, Suzanne Zweig and Debbie Brown to discuss the future of Friends. Trustee Wolfe recommended creation of an Ad Hoc committee on the Board to help with a transition plan.

Discussion ensued. Trustee Zotos requested more education and better understanding of the Friends as they are going through a significant leadership change. Trustee Schutt would also like a better understanding to get the best possible result.

President Hoffman will appoint the transition committee of three Trustees to sort through everything and bring it back to the Board.

#### OPERATIONS AND POLICIES

Chair Zotos presented five policies for Board approval: Policy 207 Internet, Policy 402 Makerspace, Policy 410 Photography and Video, Policy 103 Public Comments, and Policy 211 Social Media. He noted that all changes have been reviewed and approved by the Operations and Policies Committee.

Trustee Zotos thanked staff members Juan Reyes for providing background information on the Makerspace and Jill Alfnejd for providing information regarding social media.

Chair Zotos summarized the key changes to Policy 207 Internet, noting that the policy is reviewed annually and staff spent additional time clarifying language related to AI and First Amendment considerations. Discussion ensued.

**Trustee Wolfe moved and Trustee Lapin Olian seconded a motion to approve Policy 207 Internet as revised. The motion passed unanimously.**

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

Nays: None  
MOTION CARRIED

Trustee Zotos reviewed Policy 402 Makerspace, which was previously the 3D printer policy. He explained that the policy has expanded to address the broader use of the Makerspace, with a focus on the materials rather than printing time. The policy also addresses monitoring usage and patron behavior. The Makerspace will operate under a no-fee model.

Discussion ensued. Trustee Schutt asked if the Makerspace is staffed during all operating hours. Director Smith and Assistant Director Rositas-Sheftel confirmed that it is.

Trustee Lapin Olian asked whether the Access section should specify how far in advance patrons must contact the Library for accommodations. Dr. Rositas-Sheftel explained that accommodation may involve materials, such as a special type of scissors, which is why the policy refers to reasonable accommodation based on available resources. The Board reached consensus to review the need for specific time frames after the Makerspace opens and the Library has gathered some data.

**Trustee Nathanson moved and Trustee Lapin Olian seconded a motion to approve Policy 402 Makerspace. The motion passed unanimously.**

Ayes: Basofin, Biederman, Hoffman, Lapin Olian, Nathanson, Olian, Schutt, Wolfe, Zotos  
Nays: None  
MOTION CARRIED

Trustee Zotos summarized the key changes to Policy 410 Photography and Video, noting that the discussion focused on balancing individuals' rights to take photographs and video in public spaces with the Library's responsibility to address harassment and protect individuals. The Board also discussed the degree of diplomacy expected of staff when addressing situations involving photography or video.

Discussion ensued. Trustee Schutt asked whether individuals frequently walk through the Library taking photographs. Director Smith explained that while it may not happen often, it does occur. She noted that individuals may photograph people in public spaces and discussed the importance of supporting both the person taking the photograph and the person being photographed. If photography or video becomes harassing, it would be addressed as a patron conduct issue.

**Trustee Lapin Olian moved and Trustee Nathanson seconded a motion to approve Policy 410 Photography and Video as revised. The motion passed unanimously**

Ayes: Basofin, Biederman, Hoffman, Lapin Olian, Nathanson, Olian, Schutt, Wolfe, Zotos  
Nays: None  
MOTION CARRIED

Policy 103 Public Comments was reviewed, with discussion focused on the maximum 30-minute time limit for public comments at Board meetings. The Board also discussed clarification stating that public comments should not address personal issues involving staff, and that the Board does not typically respond to comments from the public. Discussion ensued.

**Trustee Wolfe moved and Trustee Olian seconded a motion to approve Policy 103 Public Comments. The motion passed unanimously**

Ayes: Basofin, Biederman, Hoffman, Lapin Olian, Nathanson, Olian, Schutt, Wolfe, Zotos  
Nays: None  
MOTION CARRIED

The final policy reviewed was the renamed Policy 211 Social Media. Discussion focused on privacy, harassment, age-appropriate content, and the Library's approach to monitoring and handling social media activity.

**Trustee Lapin Olian moved and Trustee Zotos seconded a motion to approve Policy 211 Social Media. The motion passed unanimously**

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

Nays: None

MOTION CARRIED

#### OLD AND NEW BUSINESS

None

#### OTHER COMMITTEE AND LIAISON REPORTS

None

#### ADJOURNMENT

**Trustee Zotos moved and Trustee Schutt seconded a motion to adjourn the meeting at 8:53 p.m. President Hoffman, presiding, adjourned the meeting at 8:53 p.m. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith, Ashley Lapin Olian

Approved: October 20, 2026