

HIGHLAND PARK PUBLIC LIBRARY  
Board of Trustees Meeting  
September 16, 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, Ashley Lapin Olian, Rob Olian, Carol Wolfe, Peter Zotos

**Members Absent:** Rebecca Nathanson

**Others Present:** Graham Harwood, Catherine Lambrecht, Cary Rositas-Sheftel, Pamela Siegel, Heidi Smith

APPROVAL OF MINUTES

**Trustee Olian moved and Trustee Biederman seconded a motion to approve the August 19, 2025 regular meeting minutes, the August 2025 Bill List, and the August 2025 Financial Reports. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE PRESIDENT

President Olian's report included the following:

- President Olian encouraged every board member to consider contributing to the fundraising campaign, regardless of the amount, noting that members may also support other interests and charities. He is planning to send a letter to the City Council with the same request.
- President Olian reported that Director Smith met with the team about magazine circulation and the implication of eBooks on the budget. The team is gathering data and consulting with peer libraries; an update will be provided at a future meeting. Director Smith expressed appreciation to the staff for taking on this additional work at this time.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith invited questions regarding her written report included in the packet.
- She noted that a request is being prepared for the Friends of the Library to support enhancements in the Youth Services Department and Makerspace.
- Director Smith reported that the Library is working on an agreement with Lake County to serve as an early voting location and a polling place for the 2026 election. One of the new meeting rooms will be designated for voting, allowing the other to remain available for programming.
- She also mentioned that the Halloween Railroad will return in October 2026.

DEVELOPMENT LIAISONS

Trustee Lapin-Olian provided an update on the fundraising campaign, noting that \$483,960 has been raised to date through 126 gifts and six pledges. Trustee Hoffman reported that two agreements were

included in the packet, including one for the Olians and one for the Baum Family Fund, and requested board approval tonight.

**Trustee Wolfe moved and Trustee Zotos seconded a motion to approve the Alvin H. Baum Family Fund agreement. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

**Trustee Zotos moved and Trustee Lapin-Olian seconded a motion to approve the Rob and Terri Olian agreement. The motion carried with President Olian abstaining.**

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

Nays: None

MOTION CARRIED

Trustee Hoffman reported that, in light of recent agreements, Director Smith has been in discussions with potential donors and, together with Trustee Lapin Olian and herself, has been refining the naming opportunities. Additions and revisions include: a story nook in the Youth Activity Room, a revised Youth Reading area and an additional one, a Youth Hangout with additional seating, and a demonstration area in the Innovation Studio. Director Smith will finalize the updated list and send it out to the Board.

Trustee Hoffman also asked for Board assistance in identifying prospects for large gifts. A questionnaire has been created to help guide this process. Trustee Hoffman and Trustee Lapin Olian will follow up to gather ideas or names. Trustee Hoffman emphasized that even indirect connections could be valuable in cultivating potential donors.

Director Smith noted, for the record, that all gifts made to the fundraising campaign beginning June 18, 2025, are restricted for use solely on the project. The Board concurred.

#### EXPANSION LIAISONS

President Olian introduced Graham Harwood, the owner's representative from CCS, who provided an update on the expansion project as follows. The construction trailer has been relocated, and soil compaction is ongoing to reach the proper level before concrete is poured. Storm sewer and piping work is complete on the south side across St. Johns. Demolition of the auditorium is progressing, with seating and electrical wiring removed. Water damage was discovered, and investigations are underway to determine whether it resulted from masonry cracks or water infiltration from below. Saw cutting was performed in the basement as part of this assessment. A street closure on St. Johns revealed that the water main is 4" in diameter, rather than the expected 8". Since the future sprinkler system requires a 6" connection, a remedy is being pursued and should be identified within a few days. A containment area has been added at the lower-level entrance to facilitate elevator work. The project is approximately 10 days behind schedule. Pay application #3 in the amount of \$254,000, for excavation work and steel, has been submitted. Expenditures to date total \$880,000.

Director Smith noted that Graham Harwood and CCS have been instrumental in helping the Library navigate challenging facets of the project.

#### OLD AND NEW BUSINESS

President Olian presented the intergovernmental agreement outlining that, should the Library encounter a funding shortfall during construction, the City will provide a loan. The agreement includes

a clause allowing the City to terminate with 60 days' notice; however, once a loan request has been made, the City cannot negate the agreement.

**Trustee Zotos moved and Trustee Hoffman seconded a motion to approve the intergovernmental agreement with the City of Highland Park for emergency expenditures. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

#### ADJOURNMENT

**Trustee Wolfe moved and Trustee Hoffman seconded a motion to adjourn the meeting. President Olian, presiding, adjourned the meeting at 7:44 pm. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith, Irene Hoffman

Approved: October 21, 2025