

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
September 19, 2023

CALL TO ORDER

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

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

Members Absent: Peter Zotos

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

APPROVAL OF MINUTES

Trustee Basofin moved and Trustee Biederman seconded a motion to approve the August 15, 2023 regular meeting minutes, August 2023 Bill List, and August 2023 Financial Reports. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

Mr. Carl Lambrecht stated that his experience with the Library has been very good. Recently, he requested a DVD that was only available in Salt Lake City. Mr. Lambrecht suggested that the library consortium find a low-cost storage facility to house books and DVDs that no longer fit on the shelves. Ms. Catherine Lambrecht shared her views on the proposed location of the archive collection in the 2025 library expansion. She also reported that the Historical Society is hosting “Ask an Archivist Day” on October 5 and October 11.

REPORT OF THE PRESIDENT

President Wolfe’s report included the following:

- The Mayor issued a proclamation on banned books at the City Council meeting last week. There are numerous events planned for October regarding Banned Book Week.
- President Wolfe shared that nametags will be made for trustees to wear at future outreach and library events.
- A library tour is planned for a new trustee on September 28. City Council members were invited to attend.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith’s report included the following:

- Director Smith referred to the monthly report in the packet. The League of Women Voters will be presenting a film at the Library on September 26 and requested a waiver of fee to use the auditorium. Director Smith authorized waiving the fee based on a precedent established previously for partner organizations including the Highland Park Historical Society, Highland Park Sister Cities Foundation, League of Women Voters, Highland Park Community Foundation, and other city, school district and park district groups. Director Smith asked the Board for guidance on handling fee waiver requests in the future. The Operations & Policies Committee will review and enhance the Meeting Room policy in October to provide parameters for the director to respond to fee waiver requests from partner agencies.

- The third page of the monthly report includes 10-year cardholder trends. From 2013 to 2016, the number of cardholders dropped significantly due to an updated tracking system and a purge of expired cards. Director Smith and Assistant Director Rositas-Sheftel have been discussing how to respond to the drop from 2016 to 2022. This involves ensuring the Library is engaging with community members. Councilwoman Stone asked if other libraries purge cardholders. Director Smith reported that Northbrook does not purge but has no expiration dates on their library cards. The Northbrook Library conducts an annual database review using the National Change of Address Database. Director Smith will look into this.
- Assistant Director Rositas-Sheftel reported that Diana Alvey will begin her role as Social Services Coordinator on October 2.
- Trustee Biederman asked whether the injury incident included in this report was due to a liability in the facility and Director Smith reported that was not the case. He also asked about the suspended patron. Director Smith stated that the patron was suspended due to a violation of the behavior policy. Trustee Biederman inquired whether the statistics on the chart of circulation by materials will be used to determine future purchases. Director Smith reported that purchasing of materials is adjusted based on these types of trends.
- Trustee Hoffman asked if metrics will be used to determine the success of the social worker. Assistant Director Rositas-Sheftel reported that there will be specific measurable goals.

ARCHITECTURAL LIAISONS

President Wolfe, Trustee Olian, and Director Smith had another meeting with the architects last week. Director Smith sent initial drawings of the physical space to the Board. Trustee Olian reported that the architects will be providing different options for the additional footprint in order to fit the priorities. More information about interior concepts will be provided at the next board meeting.

BUILDING & GROUNDS COMMITTEE

Trustee Lapin Olian reported the Committee met to discuss the replacement of the library vehicle. The staff committee did extensive research on electric, hybrid, and combustion vehicles, and the number one choice was a hybrid pickup truck. This was due to price, size, functionality and environmental impact. The Committee is recommending the purchase of a hybrid pickup truck.

Discussion followed about short-term options including keeping and upgrading the current vehicle or buying a used combustion engine vehicle.

Trustee Lapin Olian moved and Trustee Olian seconded a motion to approve the purchase of a hybrid pickup truck not-to-exceed \$50,000 for the vehicle, licensing and fees. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Director Smith will update the President and Building & Grounds Chair when a vehicle has been selected to purchase.

OPERATIONS & POLICIES COMMITTEE

Trustee Olian presented two policies. The Serving of Alcoholic Beverages had no changes. The ADA policy required revision, including the procedure in the policy rather than maintaining a separate policy. The Committee thought the policy should have language that did not need to be changed every time the law changed. The Committee is simplifying the policy and will review again following feedback from the library attorney.

Trustee Olian moved and Trustee Lapin Olian seconded a motion to approve Policy 407, the Serving of Alcoholic Beverages, as presented. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Trustee Olian moved and Trustee De La Cruz seconded a motion to approve Policy 408, the Americans with Disabilities Act, as revised. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

OLD AND NEW BUSINESS

Director Smith reported that the City of Highland Park facilitates a resource partners monthly meeting. Corporate counsel produced a memorandum of understanding (MOU) for all the agencies to agree to provisions as described.

Trustee Hoffman moved and Trustee Basofin seconded a motion to approve the memorandum of understanding regarding resource sharing related to the Highland Park shooting. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

ADJOURNMENT

Trustee Hoffman moved and Trustee Nathanson seconded a motion to adjourn the meeting at 8:04 p.m. President Wolfe, presiding, adjourned the meeting at 8:04 p.m. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith, Ashley Lapin Olian