

HIGHLAND PARK PUBLIC LIBRARY

Board of Trustees Meeting

October 17, 2023

CALL TO ORDER

President Wolfe, presiding, called the meeting to order at 7:00 p.m.

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:

Others Present: Catherine Lambrecht, Bridget Lerette, Cary Rositas-Sheftel, Yumi Ross, Darren Schretter, Pamela Siegel, Heidi Smith

APPROVAL OF MINUTES

Trustee Nathanson moved and Trustee Olian seconded a motion to approve the September 19, 2023 regular meeting minutes, September Bill List, September Financial Reports, the 2024 annual calendar, and the 2024 Board meeting dates. 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

Catherine Lambrecht suggested that the purchase of a gas-powered vehicle could save up to \$20,000 and the savings could be used toward the expansion. She commented on the recent hire of the Social Services Coordinator who was previously employed by the Highwood Library.

REPORT OF THE PRESIDENT

President Wolfe's report included the following:

- She welcomed Councilmember Yumi Ross, city liaison, who was attending in Councilmember Stone's absence.
- President Wolfe distributed name tags to the trustees and encouraged them to wear the nametags at library and community events.
- A nominating committee was formed which includes President Wolfe, Trustee Olian, and Trustee Nathanson. They will meet prior to the November board meeting to prepare a slate of officers.
- President Wolfe reminded the trustees that all committee meetings are public meetings and everyone is welcome to attend.
- Library staff member, Janet Enstrom, is retiring after 36 years. Trustees are welcome to attend an open house on Friday afternoon to wish her well.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith reported staff is still searching for a new library vehicle.
- Director Smith and Trustee Hoffman recommended a book to trustees, *On censorship: A Public Librarian Examines Cancel Culture in the US (Speaker's Corner)*, by James LaRue. The book is focused on how libraries and communities interact with each other on the appropriateness of library books. Director Smith offered to lend her personal copy to anyone interested.
- Director Smith shared that she was invited to speak on behalf of the Library at the annual State of Education presentation coordinated by the Chamber of Commerce. Three school superintendents made presentations on the goals of education. Director Smith gave an update on the use of the library and talked about the current climate of book challenges.

- She introduced Bridget Lurette, the new archivist.

ARCHITECTURAL LIAISONS

Director Smith welcomed Darren Schretter from Studio GC and provided background on the project. The Library has been working to respond to community input from the 2021 strategic plan survey and focus groups. After a discussion of both community input and staff observations, priorities for a possible library expansion were considered by the Board in 2021. President Wolfe and Trustee Olian were appointed to serve as board liaisons to the architects. They have been working, along with Director Smith and Assistant Director Rositas-Sheftel, to develop a design concept that modernizes the library based on current needs and available funds. The purpose of the presentation tonight is to update the board on the progress of work-to-date.

Darren Schretter presented a Powerpoint which highlighted the eight priorities of the project:

1. Larger ADA Code Compliant Elevator
2. Additional Parking
3. Larger Youth Services Department
4. Larger, Visible Meeting Room Spaces
5. Outdoor Spaces for Programs
6. Expanded & Improved Archive Space
7. New Makerspace
8. New Digital Media Lab

Mr. Schretter stated the beginning of the project involved several visioning sessions which identified specific characteristics, images, and key words that will drive the project. The visioning key words selected include: Fit, Connection, Glow Dynamic, Flexible, Movement Inviting, Expressive, and Cozy. Mr. Schretter shared concept designs for each of the three levels of the Library and the exterior of the building.

President Wolf asked the board for a consensus to move forward at this point. It was unanimous. Next steps will be for the architects to present exterior and detailed room designs, meet with the owner's rep to go over costs, and move into detailed design development. The architects plan to be ready to bid by January 1, 2025. They expect to have an exterior presentation ready for the December board meeting.

BUDGET AND FINANCE COMMITTEE

Trustee Basofin reported the Committee met last week to discuss the HR Source compensation study. The Committee is asking the Board to approve the new salary ranges and a 3% salary increase. The Library has been doing a study every three years since 2015, along with annual updates. Best practice is to benchmark salary ranges every three to five years. If the board approves the new ranges, Director Smith will determine the appropriate salary for new hires and current employees within the ranges. The City included a 3% increase in salaries for nonunion employees in their 2024 budget. As a component unit of the City, the Library would like to be in alignment with the City.

Discussion followed.

Trustee Lapin Olian moved and Trustee Hoffman seconded a motion to approve a 3% salary increase and salary adjustments. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

DEVELOPMENT COMMITTEE

Trustee Hoffman reported that the Committee met in September to review the donor database from the last ten years. To keep the Board informed about donations, a YTD donor report will be distributed each month. Trustee Hoffman stated that the biggest part of fundraising is personal relationships and there has not been much personal contact or follow up with donors. She is asking all trustees to look at the list of current donors, identify those with whom they are familiar, and to inform Business Manager Siegel. Trustee Hoffman also expressed the need to expand the current donor database and asked trustees to think about potential donors they know in the community and to send those names to Business Manager Siegel. The Committee will be creating an action list of how to reach out to them and get them more engaged in library activities, especially as the expansion progresses. The Committee will review the names at their next meeting and develop a strategy.

Discussion on restricted gifts followed.

OPERATIONS AND POLICIES COMMITTEE

Trustee Olian reported the Committee is asking for approval of changes in the Personnel Policy to clean up the vacation policy for managers as presented.

Trustee Olian moved and trustee Zotos seconded a motion to approve the Personnel Policy as amended. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

OLD AND NEW BUSINESS

Director Smith discussed the MOU for issuing library cards with the Highwood Library. She recommends continuing the relationship and approving the MOU for three years rather than one year.

Trustee Basofin moved and Trustee Hoffman seconded a motion to approve the MOU. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

ADJOURNMENT

Trustee De La Cruz moved and Trustee Zotos seconded a motion to adjourn the meeting at 8:49 p.m. President Wolfe, presiding, adjourned the meeting at 8:49 p.m.

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, Ashley Lapin-Olian