

HIGHLAND PARK PUBLIC LIBRARY  
Board of Trustees Meeting  
October 21, 2025

CALL TO ORDER

President Olian, presiding, called the meeting to order at 7:00 pm.

ATTENDANCE

**Members Present:** Rich Basofin, Rob Biederman, Ashley Lapin Olian, Rebecca Nathanson, Rob Olian, Carol Wolfe, Peter Zotos

**Members Absent:** Alicia De La Cruz, Irene Hoffman

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

APPROVAL OF MINUTES

President Olian pulled the approval of board meeting dates from the consent agenda for separate discussion.

**Trustee Biederman moved and Trustee Wolfe seconded a motion to approve the September 16, 2025 regular meeting minutes, the September 2025 Bill List, the September 2025 Financial Reports, and the 2026 annual calendar. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

President Olian stated that the March 17, 2026 board meeting date must be rescheduled due to a new state law, effective October 15, 2025, which prohibits public meetings from being held on a public election day. The meeting will now take place on Monday, March 16, 2026.

**Trustee Wolfe moved and Trustee Zotos seconded a motion to approve the rescheduled board meeting date of March 16, 2026. The motion passed unanimously.**

COMMENTS FROM THE PUBLIC

Cathryn Lambrecht requested to discuss the Stupey Cabin and the adjacent land following the meeting.

REPORT OF THE PRESIDENT

President Olian's report included the following:

- President Olian stated that last month he asked all board members to consider contributing to the campaign. A few have done so. He encouraged those still considering a gift to make at least a placeholder gift so the Board can report 100% participation.
- A nominating committee was formed to determine the 2026 slate of officers. The committee includes President Olian, Rich Basofin and Carol Wolfe. The committee will meet after tonight's meeting to select the proposed slate of officers for 2026.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith reported it's time to review the Illinois Library Association Standards. She noted that these are guidelines, not legal requirements. There is a new process this year with

updated checklists, which she will distribute by the end of the weekend. The materials will be included in next month's Board packet for discussion.

- Director Smith referred to a photo in the packet featuring a presenter and the READ bar and passed around a sample of the Read bar for the Board to view.
- Director Smith noted that the training budget line will likely be overspent this year. Each of two trainings cost under \$5,000 individually, but just over when combined. She just wanted to make the Board aware.
- She and Cary have been working together to evaluate the effectiveness of the outsourced human resources. Preliminary findings indicate that eight hours per week may not be sufficient to adequately support the team. They have been consulting with other libraries and HR Source regarding the scope of services desired, which will likely be considered as part of the 2027 budget.
- Assistant Director Rositas-Sheftel reported that it was a strong month for outreach, with engagement reaching 496 people. These events provided a good opportunity to share information about the expansion project and upcoming developments.
- Director Smith introduced Catherine Eilers, Technical Services Manager, to provide an update on the collection. Ms. Eilers reported that 77% of the materials budget had been spent by the end of the third quarter. Year-to-date physical circulation is tracking as expected, while electronic circulation is slightly higher than anticipated, likely due to the continued growth and popularity of audiobooks. The majority of the Youth Services collection will be placed in storage during construction. The JY collection is being merged and expanded into the Teen collection, and related statistics will be updated for state reporting. The revised Teen collection will more accurately align with the state's category definitions. Ms. Eilers also noted that Baker & Taylor recently announced it will be closing at the end of the year. The Library has already expanded its use of other vendors, minimizing this change.

#### DEVELOPMENT LIAISONS

Trustee Lapin-Olian provided an update on the fundraising campaign, reporting that \$569,872 has been raised to date through 149 gifts and nine pledges. She noted that four agreements were included in the Board packet for review and requested approval at tonight's meeting.

The first agreement is for the Bulbin Family Art Station, a \$5,000 donation.

**Trustee Zotos moved and Trustee Biederman seconded a motion to approve the Bulbin agreement. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

The second agreement is for the Overlook Nook: A gift from the Hoffman Family, a \$10,000 donation.

**Trustee Wolfe moved and Trustee Zotos seconded a motion to approve the Hoffman agreement. The motion passed unanimously.**

The next agreement is for the Sheahen Family Playscape, a \$25,000 donation.

**Trustee Zotos moved and Trustee Olian seconded a motion to approve the Hoffman agreement. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

The last agreement is for the Ashley and Jared Olian Family Gallery, a \$25,000 donation.

**Trustee Olian moved and Trustee Wolfe seconded a motion to approve the Ashley and Jared Olian agreement. The motion carried with Trustee Lapin Olian abstaining.**

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

Nays: None

MOTION CARRIED

Trustee Lapin Olian reported that she and Trustee Hoffman will be following up with Board members to discuss potential donor connections and fundraising opportunities.

### EXPANSION LIAISONS

President Olian introduced Graham Harwood, the owner's representative from CCS, who provided an update on the expansion project as follows:

Mr. Harwood reported that infill work to achieve the proper grade is ongoing, and foundation pouring has begun. Construction of the concrete walls is progressing north to south, and demolition in the auditorium is nearly complete. Water damage in the auditorium is still under review. Interior framing to level out the floor has been installed, and exterior masonry work is underway. Containment measures have been established in the lower level for elevator work. Foundation work will continue on the south side, along with electrical work in the elevator area.

Mr. Harwood noted that pricing is still being finalized for undercutting. A design change will reroute the water main to Laurel Avenue instead of St. Johns Avenue, with pricing pending. An insurance claim is being pursued for flood-related water damage in the walls, and the team is evaluating installation of drain tile beneath floor. During excavation for the elevator pit, the incoming electrical main was found to run through the area designated for the pit; pricing is being obtained for rerouting the line.

Trustee Wolfe reported that she and President Olian met with the architects and Owner's Representative to review the change orders. She noted that several significant issues will exceed the allowance amount in the contract, including substantial costs associated with rerouting the water and electrical lines and additional expenses related to the undercutting. President Olian estimated that these changes could total between \$300,000 and \$400,000, exceeding the \$250,000 allowance.

Mr. Harwood also reported that the construction team has been working the past three Saturdays to recover time lost due to continued undercutting. Steel has been fabricated and is awaiting installation. Pay application #4 in the amount of \$430,914 has been submitted, bringing total project expenditures to approximately \$1.2 million, excluding this payment.

Director Smith noted that the change orders will increase the overall cost of the project and that any change order of \$25,000 or more, once the allowance is exhausted, will be brought to the Board for approval. Within the allowance spending, change orders of \$25,000 or more will be reviewed by Trustee Wolfe and President Olian. The pay application will be presented for ratification in November's board packet.

Trustee Wolfe commented that the Library greatly appreciates Graham Harwood's assistance, noting that he has been instrumental in challenging the contractor and securing more favorable pricing.

## OPERATIONS & POLICIES

Chair Zotos requested approval of Circulation Policy 301 as amended to include the use of services by residents of Fort Sheridan, and to rescind Policy 205 - Use of Services by Residents of Fort Sheridan.

**Trustee Biederman moved and Trustee Lapin Olian seconded a motion to approve Circulation Policy 301 as amended. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

Chair Zotos then requested approval to rescind Policy 205 – Use of Services by Residents of Fort Sheridan.

**Trustee Lapin Olian moved and Trustee Nathanson seconded a motion to rescind Policy 205 Circulation Policy as amended. The motion passed unanimously.**

## OLD AND NEW BUSINESS

President

## CLOSED SESSION

**Trustee Zotos moved and Trustee Wolfe seconded a motion to adjourn to closed session to discuss personnel matters at 7:37 p.m. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

## RETURN TO OPEN SESSION

With no further business to conduct and no objections, President Olian adjourned the closed session at 7:54 p.m. and reconvened in open session.

There was no further discussion.

## ADJOURNMENT

**Trustee Wolfe moved and Trustee Lapin Olian seconded a motion to adjourn the meeting. President Olian, presiding, adjourned the meeting at 7:58 pm. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith, Rebecca Nathanson

Approved: November 18, 2025