

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
November 14, 2023

CALL TO ORDER

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

Members Present: Rich Basofin, Rob Biederman, Irene Hoffman, Rebecca Nathanson, Ashley Lapin Olian (remote at 7:48 p.m.), Rob Olian, Carol Wolfe

Members Absent: Alicia De La Cruz, Peter Zotos

Others Present: Catherine Lambrecht (arrived at 7:25 p.m.), Cary Rositas-Sheftel, Pamela Siegel, Heidi Smith

APPROVAL OF MINUTES

Trustee Olian moved and Trustee Basofin seconded a motion to approve the October 17, 2023 regular meeting minutes, October Bill List, and the October Financial Reports. The motion passed unanimously.

Ayes: Basofin, Biederman, Hoffman, Nathanson, Olian, Wolfe

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE PRESIDENT

President Wolfe's report included the following:

- Invitations were sent to the Board for the staff meeting and lunch on Friday, December 1.
- Chicago Magazine had an article about Tracy Hall, former Executive Director of ALA.
- The Friends annual appeal was mailed this week.
- The December board meeting will include a closed session to review closed minutes and to discuss Director Smith's evaluation and compensation.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith reported that the new Communications Manager, Jill Alfrejd, begins employment tomorrow.
- Assistant Director Rositas-Sheftel reported the Social Services Coordinator has been experiencing an increase in demand for services. She has been working with one patron per day.

ARCHITECTURAL LIAISONS

President Wolfe reported the committee met with the architects to discuss the external aspects of the addition including shape and materials. Director Smith has been meeting with the staff to get feedback and suggestions on the internal plans. The architects are planning to present external images at the December board meeting.

OPERATIONS & POLICIES COMMITTEE

Trustee Olian reported the Committee met last week to review three policies: the Meeting Room Policy, the Programs Policy, and the ADA Policy.

Trustee Hoffman moved and Trustee Biederman seconded a motion to approve the Meeting Room Policy as amended. The motion passed unanimously.

Ayes: Basofin, Biederman, Hoffman, Nathanson, Olian, Wolfe

Nays: None

MOTION CARRIED

The Board discussed the ADA Policy and decided to send it back to committee for review.

Trustee Olian moved and Trustee Biederman seconded a motion to approve the Programs Policy as revised. The motion passed unanimously.

Ayes: Basofin, Biederman, Hoffman, Nathanson, Olian, Wolfe

Nays: None

MOTION CARRIED

NOMINATING COMMITTEE

President Wolfe reported that the Nominating Committee minutes included in the packet need to be approved.

Trustee Nathanson moved and Trustee Olian seconded a motion to approve the November 7, 2023 Nominating Committee minutes. The motion passed unanimously with trustees Basofin, Biederman, and Hoffman abstaining.

Ayes: Nathanson, Olian, Wolfe

Nays: None

Abstentions: Basofin, Biederman, Hoffman

MOTION CARRIED

The 2024 slate of officers is as follows: Rob Olian - President, Carol Wolfe - Vice-President, Rich Basofin - Treasurer, Rebecca Nathanson - Secretary. A formal vote will be taken at the December meeting.

OLD AND NEW BUSINESS

Director Smith sent out a brief survey on statistics reporting to trustees. The Board discussed the statistics they receive on an annual and monthly basis with ideas for improvement.

Trustee Lapin Olian joined the meeting via Zoom at 7:48 pm. The Board approved remote attendance due to a medical issue.

Director Smith reported on the Illinois State Library Per Capita Grant which provides equal funding to all libraries across the state. The Board completed the annual review of ILA's Standards of Illinois Public Libraries. The review is a great opportunity to set goals for the next year.

Business Manager Siegel reported that the search for a new library vehicle has been difficult. There are no hybrid models available and the lead time for ordering a vehicle is four to six months.

ADJOURNMENT

Trustee Hoffman moved and Trustee Nathanson seconded a motion to adjourn the meeting at 8:28 p.m. President Wolfe, presiding, adjourned the meeting at 8:28 p.m.

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

Nays: None

MOTION CARRIED

Submitted by: Pamela Siegel

Reviewed by: Carol Wolfe

Approved: December 19, 2023