

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
November 18, 2025

CALL TO ORDER

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

ATTENDANCE

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

Members Absent: Rob Biederman

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

APPROVAL OF MINUTES

President Olian removed the regular meeting minutes from the consent agenda.

Trustee Wolfe moved and Trustee Zotos seconded a motion to approve the October 21, 2025 Bill List and the October 2025 Financial Reports. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

President Olian noted the following correction to the Development Liaisons section on the third page of the October 21, 2025 regular meeting minutes: Trustee Lapin Olian should be removed from the list of “Ayes” for the Ashley and Jared Olian Family Gallery agreement, as she abstained from the vote.

Trustee Hoffman moved and Trustee Lapin Olian seconded a motion to amend the minutes as corrected. The motion passed unanimously.

Ayes: Basofin, De La Cruz, Hoffman, Lapin Olian, Nathanson, 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 will send an email to the trustees with information for Director Smith's evaluation. He will compile the trustees' responses and circulate the collation for discussion in closed session at the December board meeting.
- Both the attendance and circulation numbers are performing exceptionally well, considering the ongoing construction.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith reported one addition to her written report: there was police presence at the Library earlier in the day. A patron contacted the police for personal assistance, resulting in a minor disturbance. The responding officers were compassionate and effective in deescalating the situation.
- Assistant Director Rositas-Sheftel reported that she and Cynthia Medrano attended the Oral History Association Conference and participated in a roundtable with several universities. It was a valuable opportunity to connect with institutions working on similar projects. Several participants expressed interest in learning about the Library's trauma-informed approach. A virtual symposium may be held next June, and staff may attend to share their experiences with partnership and support practices. She expressed gratitude for this opportunity.

BUDGET & FINANCE COMMITTEE

President Olian reported on behalf of Chair Biederman. The compensation line reflects an 8% increase, with 6% allocated to match the City's increase for nonunion employees. The Library elected to provide a 4% across-the-board increase and a 2% merit increase pool. The total 8% increase also includes the addition of two new mid-year positions. HR Source will provide updated pay ranges at the end of the month, which will not affect the budget.

DEVELOPMENT LIAISONS

Trustee Hoffman thanked trustees for meeting with her and Trustee Lapin Olian to brainstorm ideas and prospective donor names. Trustee Lapin Olian provided an update on the fundraising campaign, noting that \$622,907 has been raised to date through 167 gifts and 12 pledges. They are working on creating additional naming opportunities at lower naming levels.

EXPANSION LIAISONS

President Olian introduced Graham Harwood, the owner's representative from CCS, to provide an update on the expansion project. Mr. Harwood reported that infill work under the slab is ongoing. Approximately 60% of the concrete foundation and 60% of the walls have been poured. Drain tiles are being installed to prevent future water issues in the lower level. Interior framing is underway on the subbase, and containment is in place at the lower-level entry. Work will continue on slab infill, foundation work on the south side, and drainage under the slab. Mechanical and electrical work is also progressing.

He noted that the water main relocation will require a three-day road closure, potentially the week after Thanksgiving. After reviewing the details, the estimated cost of \$47,000 appears reasonable.

Mr. Harwood addressed project delays caused by a five-and-a-half inch survey error. To resolve this, the adjoining wall to the existing building was made five inches thinner while still maintaining the required three-hour fire rating, avoiding demolition. This was the least invasive solution and resulted in a loss of approximately 10 days.

He also reported that the electrical supply entering the building is located directly where the new elevator foundation is planned, with a potential cost impact of roughly \$200,000. The team is evaluating options, including moving the foundation slightly, to determine the most economical solution. This work will require temporary power shutdowns.

The recent pay application totaled approximately \$400,000 and is under review. Project expenditures to date are about \$1.67 million, excluding the October pay application. Work continues on assessing lower-level water damage for an insurance claim. LoDestro is reviewing the project schedule, which is currently about seven weeks behind, with completion projected for early August.

NOMINATING COMMITTEE

President Olian reported the Nominating Committee met to discuss the slate of officers for 2025. The Committee will propose the following slate at the December meeting for a vote: President – Irene Hoffman, Vice-President – Peter Zotos, Secretary – Ashley Lapin Olian, Treasurer – Rob Biederman.

OLD AND NEW BUSINESS

Director Smith reported that the Illinois Library Association recently updated its standards for public libraries, which were developed by a committee of librarians and published for review. A summary is included in the board packet. She noted that the Library documents its progress toward meeting these standards in the Per Capita grant application, which provides \$1.44 per person - about \$45,000 annually.

Under Item 3 Buildings & Grounds, Standard 6, Trustee Zotos asked whether documentation exists for a facilities maintenance manual. Director Smith clarified that all necessary information is available, though not compiled in a manual. She noted that once the expansion is complete, it would be an appropriate time to create one. Trustee Zotos also asked why the timeline for Standard 10, in 2027 or 2028 is vague. Director Smith explained that, based on the Capital Improvement Plan, there is no need to complete this work sooner. The standards are intended as a tool guide best practices and support informed decision-making. They do not affect the Library's eligibility for state funding. Instead, they provide the state library with a snapshot of where libraries stand and what challenges they face, helping support potential legislation and funding. The Library's responsibility is to the community and ensuring the use best practices.

Regarding Item 12, Technology, Standard 5, Trustee Zotos asked about cyber protection. Director Smith responded that the former IT Manager conducted a self-assessment, and the new IT Manager is currently prioritizing technology needs related to the expansion project and familiarizing himself with existing equipment. Penetration testing is not an urgent requirement; however, the Library will need to identify a vendor and process in the future, once additional time and resources are available.

ADJOURNMENT

Trustee Zotos moved and Trustee Hoffman seconded a motion to adjourn the meeting. President Olian, presiding, adjourned the meeting at 7:49 pm. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith

Approved: December 16, 2025