

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
November 19, 2024

CALL TO ORDER

President Olian, presiding, called the meeting to order at 6:01 p.m.

ATTENDANCE

Members Present: Rich Basofin, Rob Biederman, Irene Hoffman, Rebecca Nathanson, Ashley Lapin Olian, Rob Olian, Carol Wolfe, Peter Zotos (remote)

Members Absent: Alicia De La Cruz

Others Present: David Buzzard, Catherine Lambrecht, Julia Nathanson, Darren Schretter, Pamela Siegel, Heidi Smith, Kim Stone

Trustee Hoffman moved and Trustee Biederman seconded a motion to approve remote attendance for Trustee Zotos due to business matters. The motion passed unanimously.

APPROVAL OF MINUTES

Trustee Wolfe moved and Trustee Biederman seconded a motion to approve the October 15, 2024 regular meeting minutes, October Bill List, October Financial Reports, Patron Conduct Policy as revised, and the serving of alcohol at future Library-sponsored wine and book pairing programs. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE PRESIDENT

President Olian's report included the following:

- The Nominating Committee met to discuss the slate of officers for 2025. The Committee will present the following slate at the December meeting: President – Rob Olian, Vice-President – Irene Hoffman, Treasurer – Rob Biederman, Secretary – Rebecca Nathanson.
- President Olian will be sending a form to trustees to evaluate Director Smith's performance in preparation for discussion of her evaluation and compensation in closed session at the December meeting.
- President Olian commented on an article in the packet that may be related to staff compensation and retention in the future.
- President Olian and Director Smith will meet with the Design and Planning Commission at City Hall later this evening.
- The MOU between the Library, the City, and the Historical Society regarding the archives continues to move forward. There will be more to report in December or January.

REPORT OF THE EXECUTIVE DIRECTOR

Executive Director Smith's report included the following:

- Director Smith shared that she and Dr. Rositas-Sheftel are very excited to report that an interdepartmental team worked together to shorten the length of time it takes for new books to become available to patrons by one day.

ARCHITECTURAL LIAISONS

President Olian turned the meeting over to Darren Schretter, Studio GC architect. He presented current renderings of the overall expansion plan including landscaping and the maker space. He also shared samples of the stone.

BUILDING & GROUNDS COMMITTEE

Chair Lapin Olian reported the Committee met to discuss several topics. The purchase of an electric mid-sized vehicle was the first item discussed. An RFP was sent out to local dealerships last week with the hope that a new vehicle will be approved by the Board and purchased by year-end.

The next item discussed was about the insulation upgrade under the Adult Services area. It is not an immediate need so it will be revisited in 2025 or 2026.

The front doors were the next item discussed. They are original to the building, from 1933, and are beyond repair. The Committee is seeking to replace them while retaining the historical appearance. They will have an architectural consultation to ensure all needs are met. Due to concerns about extra wear and tear on the doors during the expansion project, the new doors will be reconsidered in the spring.

The next item discussed was the soundproofing of the meeting rooms. The project is delayed due to available time for planning in competition with the expansion project.

The last thing discussed was the new office furniture for Director Smith and Dr. Rositas-Sheftel. The cost came in slightly higher than anticipated due to labor costs for demolition and installation.

BUDGET & FINANCE COMMITTEE

At Chair Basofin's request, Director Smith reported that the Committee is seeking approval for 2025 updated salary ranges. A memo was included in the packet with background about the compensation strategy and the market assessment that was completed. The consultant's final report suggested moving all the ranges up by a percentage they would later calculate, reported in November at 2.6% based on survey data received last summer. Approving the salary ranges provides a basis for compensating staff at competitive rates.

Trustee Biederman moved and Trustee Hoffman seconded a motion to approve the 2025 salary ranges as presented. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

DEVELOPMENT COMMITTEE

Trustee Hoffman reported that the Committee met and continues to work on the case statement, naming opportunities, giving ranges, and gift policies. There will be more to share at the December meeting.

OPERATIONS & POLICIES COMMITTEE

Trustee Zotos reported that the Committee planned to review the Personnel Manual, Succession Plan, and Internet Policy. The entire time was spent reviewing and making changes to the Personnel Manual and there is more work to do. The Committee will regroup on December 4 to finish the Personnel Manual as well as the Succession Plan and Internet Policy and will bring them to the December meeting.

OLD AND NEW BUSINESS

Director Smith stated that every year the Library applies for a Per Capita Grant through the Illinois State Library as part of the Secretary of State's office. The grant awards public libraries a per capita amount based on population. Part of the requirements include the Board reviewing the ILA standards to ascertain if they are being met and to elaborate on plans to meet the standards. Director Smith assessed the standards noting that some milestones were accomplished including a succession plan for the Library.

Director Smith reviewed the draft 2025-2027 Strategic Bridge Plan including the three main goals. The 1st goal is to complete the expansion project on time and within budget. The 2nd goal is to ensure the patron experience is as positive as possible during the project. The 3rd goal is a multi-year goal focusing on making sure the website and all technological interfaces are ADA accessible and in compliance. A new strategic planning process will begin in year three and will include input from board members, staff and the community.

ADJOURNMENT

Trustee Lapin Olian moved and Trustee Hoffman seconded a motion to adjourn the meeting. President Olian, presiding, adjourned the meeting at 6:50 p.m. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Submitted by: Heidi Smith

Reviewed by: Rebecca Nathanson

Approved: December 18, 2024