

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
December 18, 2024

CALL TO ORDER

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

ATTENDANCE

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, Cary Rositas-Sheftel, Pamela Siegel, Heidi Smith

APPROVAL OF MINUTES

Trustee Lapin Olian moved and Trustee Zotos seconded a motion to approve the November 19, 2024 regular meeting minutes, November 2024 Bill List, November 2024 Financial Reports, November 6, 2024 Nominating Committee minutes, and the serving of alcohol at a Library-sponsored after-hours meeting. 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

None

REPORT OF THE PRESIDENT

President Olian's report included the following:

- President Olian referred to the letter from the ACLU regarding the Meeting Room Policy and the related media reports. The Library is working with attorneys to review the policy, including a review of policies of other libraries and local government agencies. The Board will likely discuss the policy at the January meeting.
- President Olian reported that the executive assistant will be sending emails about the scheduling of 2025 committee meetings and asked the trustees to respond.
- He invited trustees to attend a staff appreciation event on Monday from 11:30 a.m. to 1:30 p.m.

ARCHITECTURAL LIAISONS

President Olian reported that Director Smith and the architectural liaisons met with the Plan and Design Commission last night. All five items were approved. The expansion plan will be acted on at the City Council meeting on January 13, 2025.

There was another meeting with the architects to review the colors and patterns of the interior. Once final approval is received from the City in January, the architects will be able to produce documents for the bid process.

Studio GC architect, Darren Schretter, will share updates on the construction budget as well as renderings and samples of carpets at the January 21, 2025 Board meeting.

BUILDING & GROUNDS COMMITTEE

Chair Lapin Olian reported the Committee received several RFPs for an electric vehicle. The best quote received was from Liberty Auto Plaza for a 2024 Nissan Ariya.

Trustee Basofin moved and Trustee Zotos seconded a motion to approve the purchase of the Nissan Ariya for \$39,034.03. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

BUDGET & FINANCE COMMITTEE

Chair Basofin asked for a motion for final approval of the 2025 budget.

Trustee Wolfe moved and Trustee Lapin Olian seconded a motion to approve the 2025 budget with a 4% across the board salary increase and 1% additional compensation pool. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

DEVELOPMENT COMMITTEE

Chair Hoffman reported that the Committee met and continues to work on the case statement. She, Director Smith, and Jill Alfrejd had their first meeting with a friend to the Library, James Lynch. They received excellent feedback. Next, the Committee will meet with Amy Kaufman and Terri Olian.

NOMINATING COMMITTEE

President Olian presented the 2025 Slate of Officers: President, Rob Olian; Vice-President, Irene Hoffman; Treasurer, Rob Biederman; Secretary, Rebecca Nathanson.

Trustee Lapin Olian moved and Trustee Zotos seconded a motion to approve the slate of officers as presented. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

OPERATIONS & POLICIES COMMITTEE

Chair Zotos reported that the Committee has four policies that need approval. The first policy is the Personnel Manual. The policy was updated including eight weeks of parental leave.

Trustee Hoffman moved and Trustee Wolfe seconded a motion to approve the Personnel Policy as revised. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

The second policy, the Internet Policy, had a few minor changes.

Trustee Wolfe moved and Trustee Hoffman seconded a motion to approve the Internet Policy as revised. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

The third is a new policy, a Succession Plan, and is best practice and part of the Illinois Standards for Public Libraries.

Trustee Lapin Olian moved and Trustee Biederman seconded a motion to approve the Succession Plan. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

The final policy is the revised Archives Policy. The associated form, the Reproduction Form, is being sent to the attorney for review. Once the MOU with the City and the Historical Society is approved by all the associated agencies, the Committee will review the policy again to determine if any updates are needed.

Trustee Wolfe moved and Trustee Biederman seconded a motion to approve the Archives Policy as revised. 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 reported the Board was contacted by an art curator about four beautiful woven tapestries as a donation. They will be stored on walls in staff areas until the expansion project is completed and then will be on exhibit for the public.

Trustee Hoffman moved and Trustee Zotos seconded a motion to approve the unrestricted, in-kind donation of art. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

President Olian reported that the City Council approved the MOU with the Library and the Historical Society at the City Council meeting on Monday evening and is seeking approval by the Library Board of Trustees.

Trustee Biederman moved and Trustee Wolfe seconded a motion to approve a Memorandum of Understanding with the City of Highland Park and Highland Park Historical Society. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

CLOSED SESSION

Trustee Wolfe moved and Trustee Zotos seconded a motion to adjourn to closed session to discuss the Executive Director performance and 2025 compensation and the approval and release of closed session minutes at 7:35 p.m. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

RETURN TO OPEN SESSION

Trustee Wolfe moved and Trustee Zotos seconded a motion to adjourn to closed session. President Olian adjourned the closed session at 8:10 p.m. and reconvened an open session at 8:12 p.m.

Trustee Lapin Olian moved and Trustee Hoffman seconded a motion to increase Executive Director Heidi Smith's salary to \$152,500. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Trustee Zotos moved and Trustee Lapin Olian seconded a motion to approve the June 18, 2024 closed session minutes, the opening of the May 28, 2020, February 20, 2024 and June 18, 2024 closed session minutes, and destroying the recording from the May 16, 2023 closed session. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

ADJOURNMENT

Trustee Hoffman moved and Trustee Lapin Olian seconded a motion to adjourn the meeting. President Olian, presiding, adjourned the meeting at 8:14 p.m. The motion passed unanimously.

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

Approved: January 21, 2025