HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
August 18, 2026

CALL TO ORDER
President Hoffman, presiding, called the meeting to order at 7:00 p.m.

ATTENDANCE
Members Present: Rich Basofin, Rob Biederman, Irene Hoffman, Ashley Lapin Olian, Rebecca Nathanson, Rob Olian, Carol Wolfe, Peter Zotos
Members Absent: Steve Schutt
Others Present: Graham Harwood, Catherine Lambrecht, Cary Rositas-Sheftel, Pamela Siegel**,** Heidi Smith

APPROVAL OF MINUTES
Trustee Olian moved and Trustee Biederman seconded a motion to approve the July 21, 2026 regular meeting minutes, July 2026 Bill List, and the July 2026 Financial Reports. The motion passed unanimously.

Ayes: Basofin, Biederman, Hoffman, Lapin Olian, Nathanson, Olian, Wolfe, Zotos
Nays: None
MOTION CARRIED

COMMENTS FROM THE PUBLIC
None

REPORT OF THE PRESIDENT
President Hoffman's report included the following:

- She and Trustee Lapin Olian met with Director Smith to review fundraising efforts. During the conversation, they discussed the significant demands the expansion has placed on Library staff, including ongoing noise and disruptions, assisting patrons, and responding to questions and concerns. President Hoffman noted that, despite these challenges, staff have continued to perform well and have successfully met their goals. She asked Director Smith what the Board could do to show its appreciation for the staff's efforts. Director Smith suggested that the Board sign a card to all staff acknowledging their hard work and expressing the Board's gratitude. President Hoffman will circulate a card for Trustees to sign and add personal notes of appreciation.

REPORT OF THE EXECUTIVE DIRECTOR
Director Smith's report included the following:

- Director Smith reported that she had the first introductory meeting with the consultant who is reviewing the impact fees. She reiterated that the impact fees collected by the Library should be appropriate to support the Library's facility and needs impacted by additional development.
- Director Smith shared that one of the Library's staff members, Dara Bass, Membership Services Assistant, was quoted in the *Chicago Sun Times* in connection with the article, "Remember Obama's tan suit. Help us find it."
- Assistant Director Rositas-Sheftel shared highlights from the Library's collaboration with Highwood on the Summer Send-Off: Reading & Resource Fair, describing it as an exciting

outreach opportunity, especially to our shared Spanish-speaking community. Library staff interacted with 248 people and distributed 320 school supplies.
- Assistant Director Rositas-Sheftel reported that a total of 229,980 minutes were read during the Youth Services Summer Reading program.

BUDGET & FINANCE

Chair Biederman reported that he and Director Smith presented the Library's levy request and budget to the City Council the previous evening. Council members raised several questions, including when the building expansion is expected to be completed and opened to the public.

Director Smith noted that there was considerable interest and curiosity about the Library and the expansion. She will follow up with the City Manager to determine if any additional information would be helpful.

DEVELOPMENT LIAISONS

Trustee Lapin Olian reported that, as of August 13, the Library has raised $1,149,959. A total of $830,959 has been received through 471 gifts. Seven pledges totaling $319,000 remain through 2030, with $161,000 still expected to be received in 2026.

Trustee Lapin Olian requested approval of the two naming agreements included in the Board packet for the Lawrence and Rongey families.

Trustee Wolfe moved and Trustee Olian seconded a motion to approve the naming agreements for Lawrence and Rongey as revised. The motion passed unanimously.

Ayes: Basofin, Biederman, Hoffman, Lapin Olian, Nathanson, Olian, Wolfe, Zotos
Nays: None
MOTION CARRIED

EXPANSION LIAISONS

Graham Harwood of CCS provided a construction update. Exterior masonry work continues, with work progressing on the north, south, and west elevations. The north elevation is being washed, work continues on the south elevation, and the west is next. Masonry walls for the elevator shaft have been completed through the third floor. First floor framing has been installed. Work will continue to make the building watertight, including completion of masonry and installation of windows. Roof flashing is partially complete, with sufficient work completed to allow other construction activities to proceed. Drywall installation is underway in the renovation area and the ceiling grid is in place. The water main connection is expected to take place at the end of August. Water leaks in the lower level continue but appear to have decreased. The underground drainage system that was installed is working. Studio GC continues to investigate a solution, including the possibility of connecting the north-side drainpipes to the new stormwater system to direct water away from the building. Cameras have been used to inspect the downspouts, and the team is getting closer to a final solution. The Makerspace continues to have outstanding punch-list items, and it has been difficult for Lo Destro to get subcontractors back to complete the remaining work.

Looking ahead, crews will continue exterior masonry, complete roof flashing and clay tile installation to make the building watertight, and continue mechanical, electrical, and plumbing work. Elevator wall construction and shoring will also proceed.

Pay Application No. 13 for June has been approved and is awaiting receipt of lien waivers. Project expenditures still total approximately 50% of the overall project budget.

Director Smith reported on the updated completion dates:

- Stair and elevator: September
- Lower-level offices: October
- Addition and renovated Youth Service spaces: November
- Archives and Gallery: January 2027

OLD AND NEW BUSINESS
None

OTHER COMMITTEE AND LIAISON REPORTS
None

ADJOURNMENT
Trustee Zotos moved and Trustee Basofin seconded a motion to adjourn the meeting at 7:41 p.m. President Hoffman, presiding, adjourned the meeting at 7:41 p.m. The motion passed unanimously.

Ayes: Basofin, Biederman, Hoffman, Lapin Olian, Nathanson, Olian, Wolfe, Zotos
Nays: None
MOTION CARRIED

Submitted by: Pamela Siegel
Reviewed by: Heidi Smith, Ashley Lapin Olian
Approved: September 15, 2026