HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
June 16, 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, Rob Olian, Steve Schutt, Carol Wolfe, Peter Zotos
Members Absent: Rebecca Nathanson
Others Present: Claudia Fincher, Graham Harwood, T. J. Moaton, Pamela Siegel**,** Heidi Smith

APPROVAL OF MINUTES
Trustee Lapin Olian moved and Trustee Wolfe seconded a motion to approve the May 19, 2026 regular meeting minutes, May 2026 Bill List, and the May 2026 Financial Reports. The motion passed unanimously.

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

COMMENTS FROM THE PUBLIC
None

REPORT OF THE PRESIDENT
President Hoffman's report included the following:
- President Hoffman reported she will attend an intergovernmental meeting with Director Smith at the end of the month.

REPORT OF THE EXECUTIVE DIRECTOR
Director Smith's report included the following:
- Director Smith welcomed any questions regarding the written report included in the packet.
- Director Smith noted that there is no new information regarding the impact fees.
- Director Smith shared that the mural artist and partnering nonprofit organization decided that the project would be better suited as an outdoor mural rather than installation at the Library. While the mural may still be brought to Highland Park, it is not expected to be located at the Library. Plans remain to create something on the teen wall that reflects and speaks to the teen community. The project is expected to resume next year.
- Assistant Director Rositas-Sheftel recognized William Pleas for serving as Chair of the Reaching Forward North Conference. Several Library staff members attended the conference and expressed appreciation for the professional development opportunity. Assistant Director Rositas-Sheftel thanked the Board for its continued support of staff development and training opportunities.

BUDGET & FINANCE COMMITTEE
Chair Biederman reported that the Committee met on June 2 to develop a revised draft of the 2027

budget based on discussions Director Smith had with the City and comments provided by Trustee Olian at the previous Board meeting.

Chair Biederman highlighted the primary changes to the draft budget. The proposed levy request is now 8.8%, reflecting an overall operating expense increase of 9.3%. The most significant change is in the salary line, which increased from 4.2% to 6.2%. The budget includes a 5% salary increase to remain consistent with the City's preliminary decision to provide a 5% increase for non-union employees. The additional 1.2% reflects the addition of two new full-time positions and one part-time position in 2027. The City confirmed a projected health insurance increase of 19.8% and is forming a committee to explore strategies for controlling health insurance costs.

Additional revisions include the elimination of the planned $88,000 transfer from the Unrestricted Gift Fund and an increase of $38,000 in anticipated gifts for Makerspace equipment. A corresponding increase in operating expenses has been included, resulting in no net impact on the budget. The draft budget also includes a $20,000 increase in programming expenses to support makerspace supplies. The revised draft budget will be presented to the City in August.

DEVELOPMENT LIAISONS

Trustee Lapin Olian reported that the fundraising campaign which ends June 30 has exceeded its goal, reaching $1,044,468. Trustee Lapin Olian requested a motion to approve the eight gift agreements included in the Board packet.

Trustee Olian moved and Trustee Zotos seconded a motion to approve the Berns, Drexler, Highland Park Bank & Trust, Kanofsky, Kogan, Kreiter Levine, Nathanson and Ruffer naming agreements as presented. The motion passed unanimously.

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

EXPANSION LIAISONS

Graham Harwood of CCS provided a construction update. The rooftop units and waterproof membranes have been installed. Underground plumbing is in place, allowing drainpipes to connect to the stormwater system. Installation of the exterior wall panels is complete. Masonry work has started on the north side of the building and will continue on the south side, followed by the west side. The elevator foundation has been poured, and the foundation walls, insulation, and waterproofing have been completed. First-floor containment is complete and saw-cutting of the concrete floor is scheduled to begin.

Director Smith reported that the saw-cutting work, expected to last four to eight hours, will be very noisy. As a result, the Library anticipates opening at 2:00 p.m. on the day the work is performed.

First-floor demolition has been completed. Study rooms and restrooms have been framed, and plumbing work is underway. Approximately 20 workers, including mechanical, electrical, plumbing and masonry contractors, are on site each day. Door frames have been delivered and are ready for installation.

Mr. Harwood reported that the water main work will require two road-closure permits for Laurel Avenue. The first Laurel Avenue closure, from St. Johns to the Library's Laurel Avenue entrance, will allow for the installation of new piping and connection to the water main. Following installation, the

water will be thoroughly tested for purity, a process expected to take approximately two weeks. Once testing is complete, the new line can be connected to the Library's existing system.

The City has required removal of the existing tee connection rather than capping it, which will require additional work and expense by the Library and temporary interruption of water service to nearby businesses and the surrounding neighborhood. To minimize the disruption, the City has requested that the work be performed during nighttime or early morning hours. July 6 is the target day for the first connection to the water main. The Library will remain open during this phase. During the second phase, approximately two weeks later, the new water system will be brought online. Because the Library will be without running water for one to two days, it will need to close during that time.

Mr. Harwood reported that water infiltration continues in the basement corridor. CCS is evaluating proposals that include installing additional underground drainage and an open drainage tray at the base of the drywall. Another possible contributing factor is roof drains discharging into the surrounding soil, causing saturation near the building. CCS is also reviewing a proposal to connect the roof drains directly to the stormwater pipe beneath the addition.

Upcoming work includes continued masonry, interior framing, drywall installation, bathroom plumbing, and mechanical, electrical and plumbing work. Because the roof is already waterproofed, installation of the clay roof tiles will begin soon. Elevator wall construction is also expected to start shortly.

Pay Applications 1-10 have been approved and paid. Pay Application 11 is pending receipt of final waivers. At more than $800,000, it is the largest pay application to date. Of note, an attempt to fraudulently cash a previous pay application was prevented by Business Manager Pamela Siegel with swift intervention that also resulted in revised procedures. Overall, the project is about 45% complete.

Trustee Olian asked about the costs associated with the undercutting and additional excavation required for the elevator foundation. Mr. Harwood stated that he did not consider these costs significant. He noted that approximately $80,000 included in the contract for moisture mitigation was not needed and that most of those funds should be credited to the Library.

Director Smith reported that the clay roof tiles selected for the addition are identical to the existing tiles. However, the new tiles will require some time to weather and blend with the original roof. She also reported that the Library received a $15,000 insurance payment related to lower-level water damage.

In addition, Director Smith reported that during the heavy rainfall over the weekend, some water entered the area between the new addition and the existing Youth Services space and made its way into the former meeting room. The issue was minor and is not expected to have any long-term impact.

OLD AND NEW BUSINESS
None

OTHER COMMITTEE AND LIAISON REPORTS
None

CLOSED SESSION
Trustee Zotos moved and Trustee Schutt seconded a motion to adjourn to closed session to review closed session minutes, pursuant to 5 ILCS 120/2(c)(21) at 7:35 pm. The motion passed unanimously.

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

President Hoffman called the closed session of the Board to order at 7:37 pm.

RETURN TO OPEN SESSION

Trustee Wolfe moved and Trustee Zotos seconded a motion to adjourn the closed session. President Hoffman adjourned the closed session at 7:43 pm and reconvened an open session at 7:43 pm.

Trustee Olian moved and Trustee Basofin seconded a motion to approve and open the December 16, 2025 closed session minutes and approve the destruction of the closed session recording from December 18, 2024. The motion passed unanimously.

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

ADJOURNMENT

Trustee Wolfe moved and Trustee Lapin Olian seconded a motion to adjourn the meeting at 7:45 p.m. President Hoffman, presiding, adjourned the meeting at 7:45 p.m. The motion passed unanimously.

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

Submitted by: Pamela Siegel
Reviewed by: Heidi Smith, Ashley Lapin Olian
Approved: July 21, 2026