HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
July 21, 2026

CALL TO ORDER
President Hoffman, presiding, called the meeting to order at 7:02 p.m.

ATTENDANCE
Members Present: Rich Basofin, Rob Biederman, Irene Hoffman, Ashley Lapin Olian, Rebecca Nathanson, Rob Olian, Steve Schutt, Carol Wolfe
Members Absent: Peter Zotos
Others Present: Claudia Fincher, Graham Harwood, Catherine Lambrecht (remote), T. J. Moaton, Pamela Siegel**,** Heidi Smith

APPROVAL OF MINUTES
Trustee Biederman moved and Trustee Schutt seconded a motion to approve the June 16, 2026 regular meeting minutes, June 2026 Bill List, and the June 2026 Financial Reports. The motion passed unanimously.

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

COMMENTS FROM THE PUBLIC
None

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

- On June 25, President Hoffman and Director Smith met with Illinois State Senator Bob Morgan and State Representatives, Tracy Katz Muhl and Julie Morrison, along with Library Board Presidents and Directors from 11 North Shore libraries, for the group's annual legislative meeting. Discussion topics included infrastructure improvements and renovation projects, expanding access to free broadband service for underserved communities, governance structures at other libraries, concerns regarding misuse of the Freedom of Information Act (FOIA) for financial gain and potential remedies, and an update on House Bill 5236, the Digital Library Protection Act. The bill has passed the Illinois House but has not yet been approved by the Senate. The legislation addresses publisher pricing practices for eBooks and audiobooks, and includes discussion of pursuing a statewide contract to get better costs.
- On June 30, President Hoffman and Director Smith attended the quarterly Intergovernmental meeting with representatives from the Park District, local school districts, and the Water Reclamation District. President Hoffman noted the organizations' shared commitment to maintaining their facilities and serving the community. She introduced the concept of adopting a Land Acknowledgment recognizing the Indigenous peoples who inhabited the area prior to us. The concept was well received, and discussions will continue. Director Smith will contact the Lake County Forest Preserves to learn more about its existing Land Acknowledgment.
- President Hoffman, Director Smith, and Trustee Schutt met to discuss the next strategic plan planning cycle. They agreed to develop an interim "bridge" strategic plan to guide the Library through the transition into the expanded facility. The bridge plan will cover January through December 2028 and will focus on evaluating the use and success of the new spaces, and

strengthening donor engagement. Development of the Library's next comprehensive strategic plan will begin in July 2027, with implementation anticipated in 2029.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith provided an update on the impact fees project. The participating organizations have executed the agreement to move forward with the third-party consultant under a prorated cost-sharing arrangement. The Park District has already held its initial meeting with the consultant, and each participating organization will also have an individual meeting.
- Director Smith reported that, with the conclusion of the capital campaign, staff are focused on completing donor documentation, including signage and plaque specifications. The Library is working with Studio GC on the donor recognition plan and anticipates presenting the proposed recognition program to Trustees Olian and Wolfe for review. An update will be provided to the Board at the August meeting.
- Assistant Director Rositas-Sheftel shared that the Library is in the final week of the Summer Reading Program. Despite the ongoing expansion project, the program has been very successful, with the children's bead reward proving especially popular.

Director Smith welcomed Cynthia Park of Baker Tilly to present the FY2025 Library Audit Report. Ms. Park thanked the Board for the opportunity to present the audit, and expressed her appreciation to the Library's Finance Office for its responsiveness and thoroughness throughout the audit process.

Ms. Park reviewed the Library's FY2025 financial statements, noting that Baker Tilly issued a clean audit opinion. Ms. Park also reviewed the required Reporting and Insights Letter, which included the same recommendation as the prior year regarding segregation of duties over journal entries - a common recommendation for smaller governmental entities with limited staffing. Ms. Park reported that no material weaknesses were identified and that no audit adjustments or errors resulted from the Library's current financial processes.

Trustee Olian moved and Trustee Schutt seconded a motion to ratify the FY2025 audit. The motion passed unanimously.

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

DEVELOPMENT LIAISONS

Trustee Lapin Olian reported that the capital campaign concluded on June 30, exceeding its $1 million goal by raising $1,122,459 through 462 gifts. She expressed her appreciation for the extraordinary generosity of the community and the Board throughout the campaign. Director Smith is preparing a campaign reflection report, which will be presented at the August Board meeting. Initial discussions have also begun regarding future fundraising initiatives.

Trustee Lapin Olian requested approval of the eight naming agreements included in the Board packet. She noted that the Kaufman agreement had been revised to include the following inscription: "*Life is like riding a bicycle. To keep your balance, you must keep moving.*" ---Albert Einstein €*Carpe Diem --- Create, Innovate, and Celebrate!* €*The Amy and Dan Kaufman Family*.

Trustee Wolfe moved and Trustee Nathanson seconded a motion to approve the naming agreements for Biederman, Falk, First Bank Chicago, Friends of the Highland Park Public Library, Gutman, Hoesley, Kanter and Oganesova, and Kaufman as revised. The motion passed unanimously.

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

EXPANSION LIAISONS

Graham Harwood of CCS provided a construction update. Roofing felt has been installed, and flashing is expected to arrive soon. Exterior wall panel installation and wall insulation are complete, and masonry work is underway on the north side of the building. Crews will next move to the south side, followed by the west side.

The elevator foundation and foundation walls have been poured. First-floor demolition has been completed, and framing has been installed in both the addition and renovation areas. Dry wall installation and priming are in progress, and acoustic ceiling tiles have been installed in the renovation area. Upcoming work includes window installation, roof sealing, and continued first-floor mechanical and electrical work.

Water main work is scheduled to begin in August. After the new tap is connected, the existing tap will be removed, requiring a temporary water shutdown that will affect 17 businesses but no residences. The terrazzo sample for the new staircase has been approved, and stair construction is expected to begin in September.

Mr. Harwood reported that water leaks in the basement continue to be investigated by consultants from Studio GC, including a structural engineer, plumbing engineer and civil engineer. The team will use cameras to determine the final discharge points of the downspouts from the 1930s, 1960s, and 1970s portions of the building.

The Makerspace is substantially complete, with only six or seven punch list items remaining.

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

Pay Application No. 12, totaling approximately $800,000, has been approved and is awaiting receipt of lien waivers. Project expenditures total approximately $4.85 million, representing about 45% of the overall project budget.

Mr. Harwood also reported favorable news regarding the moisture mitigation allowance. Because a thin layer of cork was found beneath the existing flooring, the planned moisture mitigation was not required, resulting in an $80,000 credit that will help offset project change orders.

Director Smith commented on the upcoming late library opening due to saw-cutting work associated with the new elevator. A public announcement will be issued the day before any affected late opening.

OPERATIONS AND POLICIES

Trustee Biederman presented three policies for Board approval: Policy 403 Security Camera Use, Policy 404 Library Exhibits Policy, and Policy 406 Distribution and Display of Non-Library Materials. He noted that all changes have been reviewed and approved by the Operations and Policies Committee.

Trustee Biederman summarized the key changes to each policy:

- Policy 403 Security Camera Use was formerly titled Video Camera Devices. The revised policy clarifies areas where patrons do not have an expectation of privacy while maintaining privacy protections for areas such as restrooms and staff-only spaces. It also expands access to security camera recordings to include the Facility Manager and Assistant Director.

- Policy 404 Library Exhibits Policy was revised to clarify that it applies to both exhibits initiated by the Library and those presented in partnership with outside organizations.
- Policy 406 Distribution and Display of Non-Library Materials includes substantial revisions establishing standards for the acceptance and display of non-library materials. The policy gives priority to materials from organizations that meet the Library's criteria, expands the non-solicitation provisions, and more clearly states that materials displayed do not constitute endorsement by the Library or its Executive Director.

Trustee Schutt asked whether requests to display non-library materials have been difficult to manage in the past. Director Smith responded that requests from nonprofit organizations, particularly those involving fundraising, have presented some challenges but have not been overwhelming.

Trustee Schutt also asked whether the Library's small study rooms are equipped with security cameras. Director Smith confirmed that each study room has its own camera. Trustee Schutt suggested notifying patrons of the cameras during the online room reservation process, possibly through information posted on the Library's website.

Trustee Lapin Olian asked whether the Friends of the Library would be permitted to solicit under the Distribution and Display of Non-Library Materials Policy. Director Smith responded that the Executive Director has the authority to approve such requests.

Trustee Biederman moved and Trustee Basofin seconded a motion to approve Policy 403 Security Camera Use, Policy 404 Library Exhibits Policy, and Policy 406 Distribution and Display of Non-Library Materials Policy, as presented. The motion passed unanimously.

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

OLD AND NEW BUSINESS

Trustee Wolfe announced that Trustee Olian has volunteered to assume the duties of Treasurer for the Friends of the Library at the end of the year, following the conclusion of his Library Board term.

OTHER COMMITTEE AND LIAISON REPORTS

None

ADJOURNMENT

Trustee Lapin Olian moved and Trustee Wolfe seconded a motion to adjourn the meeting at 7:59 p.m. President Hoffman, presiding, adjourned the meeting at 7:59 p.m. The motion passed unanimously.

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

Submitted by: Pamela Siegel
Reviewed by: Heidi Smith, Ashley Lapin Olian
Approved: August 18, 2026