

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
October 15, 2024

CALL TO ORDER

Vice-President Wolfe, presiding, called the meeting to order at 7:01 p.m.

ATTENDANCE

Members Present: Rich Basofin, Rob Biederman, Alicia De La Cruz, Irene Hoffman, Rebecca Nathanson, Ashley Lapin Olian, Carol Wolfe, Peter Zotos

Members Absent: Rob Olian

Others Present: Heidi Smith, Catherine Lambrecht, Cary Rositas-Sheftel, Pamela Siegel

APPROVAL OF MINUTES

Trustee Hoffman moved and Trustee Lapin Olian seconded a motion to approve the September 17, 2024 regular meeting minutes, the September Bill List, the September Financial Reports, the 2025 Board meeting dates, and the 2025 annual calendar. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE PRESIDENT

Vice-President Wolfe reported on behalf of President Olian:

- A nominating committee was formed to determine the 2025 slate of officers. It includes President Olian, Trustee Wolfe, and Trustee Biederman. A slate of officers will be presented to the Board in November.
- Vice-President Wolfe reminded trustees that the November board meeting will begin at 6:00 p.m. The meeting with the Plan and Design Commission at City Hall will begin at 7:30 p.m. and all are welcome to attend.

REPORT OF THE EXECUTIVE DIRECTOR

Executive Director Smith's report included the following:

- Two memos were included in the board packet providing context about the Nominating Committee and the 2025 Per Capita Grant requirements. ILA's publication of Standards for Illinois Public Libraries must be reviewed annually as part of the grant application each January. The materials will be sent out before the November board meeting, so trustees have time to review.

ARCHITECTURAL LIAISONS

Vice-President Wolfe reported that the architects submitted the project plans to the Plan and Design Commission for review. There is a meeting with the architects on Thursday to finalize color, layout, and seating. Director Smith met with the owner's representative from CCS earlier today. He shared that an updated cost estimate based on the most detailed drawings should be available at the end of November. This detailed estimate will be presented to the Board for discussion in December and then

will go out to bid in January. The Board will officially accept a bid and approve a contract and budget for the project at the February board meeting.

DEVELOPMENT COMMITTEE

Chair Hoffman reported that the Committee met again to discuss Naming Opportunities and amounts, the ranges of gifts, and how to honor the people that donate. She asked the Board for feedback on the naming opportunities and amounts that were included in the Development Committee minutes in the board packet.

OPERATIONS & POLICIES COMMITTEE

Chair Zotos shared that the attorney that gives a formal legal opinion on library policies gave a reminder that the Board has discretion to make decisions on a case-by-case basis regardless of the language of a policy.

Chair Zotos reported that the Committee worked on five policies that need board approval and one policy that needs approval for removal. The first policy, Policy 611 Gifts, is an updated version of the Gift Policy. The purpose was to make it cleaner and more structured than the original document. The two categories of gifts, monetary and in-kind, were outlined as well as the treatment of gifts, restricted versus unrestricted. In addition, the policy covers the protection to the Board on acceptance and usage of gifts.

Trustee Biederman moved and Trustee Lapin Olian seconded a motion to approve Policy 611 Gifts, as revised. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Chair Zotos presented Policy 612 Donor Recognition, formerly Naming Rights and Sponsorship Policy. The purpose of the change was to update the policy to align with the new sponsorship levels developed by the Development Committee and outline donor recognition, duration of naming rights, and program sponsorship.

Trustee Lapin Olian moved and Trustee Hoffman seconded a motion to approve Policy 612 Donor Recognition Policy, as revised. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Chair Zotos reviewed Policy 401 Meeting Room Policy. The goal was to make the policy simpler and more concise. A challenge in a neighboring community led to a discussion about freedom of expression and the understanding that if a group's event requires additional support such as security, the Library will pass on the charges for such services to the group.

Trustee Biederman moved and Trustee Zotos seconded a motion to approve Policy 401 Meeting Room Policy, as revised. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Trustee Zotos presented Policy 501 Patron Conduct Policy, formerly known as the Library Behavior Policy. The list of rules and regulations is more simplified and concise and include several new provisions.

Trustee Biederman moved and Trustee Basofin seconded a motion to approve Policy 501 Patron Conduct Policy, as revised. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Trustee Zotos reviewed Policy 502 Unattended Children/Vulnerable Adults Policy, formerly Unattended Children. The policy was expanded to cover vulnerable adults and to define expectations for responsible caregivers of children as well as vulnerable adults. Discussion followed.

Trustee Biederman moved and Trustee Hoffman seconded a motion to approve Policy 502 Unattended Children/Vulnerable Adults Policy as revised. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Chair Zotos recommended the removal of the Customer Service Guidelines from the Policy Manual.

Trustee Biederman moved and Trustee Lapin Olian seconded a motion to approve the removal of Customer Services Guidelines as a policy. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

OLD AND NEW BUSINESS

None

ADJOURNMENT

Trustee Zotos moved and Trustee Hoffman seconded a motion to adjourn the meeting at 8:12 p.m. Vice-President Wolfe, presiding, adjourned the meeting at 8:12 p.m. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith

Approved: November 19, 2024