

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
December 19, 2023

CALL TO ORDER

President Wolfe, presiding, called the meeting to order at 7:02 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: None

Others Present: Kim Stone, Catherine Lambrecht, Darren Schretter, Pamela Siegel, Heidi Smith

APPROVAL OF MINUTES

Trustee De La Cruz moved and Trustee Hoffman seconded a motion to approve the November 14, 2023 regular meeting minutes, November 2023 Bill List, November 2023 Financial Reports, the 2024 budget, and approval of transfer to Special Reserve Fund on the consent agenda. 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

Catherine Lambrecht, member of the Historical Society, shared her thoughts about the proposed new location of the archives and donation of historical documents.

REPORT OF THE ARCHITECTURAL LIAISONS

Darren Schretter from Studio GC shared an updated presentation on the building expansion project. There will be changes in the lower-level entrance to accommodate the new elevator but most of the work will be done to the west side of the building. Discussion followed regarding the west entrance, egress, and restrooms.

Director Smith stated that if the Board agrees with the updated plan, the next steps will be to move forward with StudioGC and share the concept with the community. Trustee Zotos suggested building excitement and engaging donors during this stage of the project.

REPORT OF THE PRESIDENT

President Wolfe's report included the following:

- President Wolfe reported that Alicia De La Cruz has been reappointed for a second term on the Library Board.
- She shared that it has been an honor to serve as President for the last two years. President Wolfe loved working with Director Smith and the staff and tells everyone the trustees make up the most amazing board. She stated that upcoming President Olian is the perfect person to lead the Library through the expansion and the next couple of years.

- Trustee Olian remarked that he knew President Wolfe would be a great president. She exceeded all expectations and did a wonderful job during a time with high turnover in trustees. He believes it's one of the best boards the Library has ever had.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith shared that she received a draft of the parking study. The review determined that if the overflow parking deck is included, there is enough parking. The expansion would require an additional 17 spaces. Director Smith will speak to the City about obtaining parking spots in the Metra train station. Council member Stone offered to follow up on parking in the Metra lot.

REPORT OF THE DEVELOPMENT COMMITTEE

Chair Hoffman reported the Committee met and has been very productive. A list of 2023 donors has been added to the donation webpage. They are working on building stronger connections with the Friends of the Library and invited them to add their donors to the page as well. In addition, language about gifts of stocks has been added to the webpage. Staff is working on developing talking points for current donors and will be offering reserved seating at upcoming programs. The Committee also talked about an annual fund and will work on messaging with the Friends to differentiate from the Friends.

REPORT OF THE OPERATIONS & POLICY COMMITTEE

Trustee Olian reported the Operations & Policy Committee met to review several policies: the ADA Policy, the By-laws, the Personnel Manual and the new Policy Development Policy.

Trustee Olian moved and Trustee Zotos seconded a motion to approve the ADA Policy as revised. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Trustee Olian moved and Trustee Lapin Olian seconded a motion to approve the By-laws Policy as revised. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Trustee Olian moved and Trustee Lapin Olian 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

Trustee moved Olian and Trustee Zotos seconded a motion to approve the Policy Development Policy as presented. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

REPORT OF THE NOMINATING COMMITTEE

President Wolfe presented the 2023 slate of officers: Rob Olian, President, Carol Wolfe, Vice-President, Rich Basofin, Treasurer, and Rebecca Nathanson, Secretary.

Trustee Biederman moved and Trustee Zotos seconded a motion to approve the 2024 slate of officers. 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 a program summary was included in the packet. In May, there will be a winetasting book pairing program. Per the Behavior Policy, board approval is required to have wine in the building.

Trustee Olian moved and Trustee Hoffman seconded a motion to approve an exception to the Behavior Policy to allow wine at the “Page Pairings” Library-sponsored program. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

CLOSED SESSION

Trustee Olian moved and Trustee Zotos seconded a motion to adjourn to closed session to discuss the approval and release of closed session minutes and the discussion of the 2024 Executive Director performance and compensation at 8:22 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 Lapin Olian moved and Trustee Nathanson seconded a motion to adjourn closed session. President Wolfe adjourned the closed session at 8:32 p.m. and reconvened an open session.

Trustee De La Cruz moved and Trustee Hoffman seconded a motion to increase Executive Director Heidi Smith’s salary to \$145,230. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Trustee Olian moved and Trustee Nathanson seconded a motion to approve and open closed session minutes from July 18, 2023 and keep the remaining closed session minutes closed. The motion passed unanimously.

Ayes: Basofin, Biederman, De La Cruz, Hoffman, Nathanson, Lapin Olian, Olian, Zotos
Nays: None
Abstain: Wolfe
MOTION CARRIED

Trustee Olian moved and Trustee Basofin seconded a motion to destroy closed session recordings from 2022: April 12, May 10, and June 14. The motion passed unanimously.

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

ADJOURNMENT

Trustee Zotos moved to adjourn the meeting. President Wolfe, presiding, adjourned the meeting at 8:35 p.m.

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, Rebecca Nathanson
Approved: January 16, 2024