

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
March 18, 2025

CALL TO ORDER

President Olian, presiding, called the meeting to order at 7:02 p.m.

ATTENDANCE

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

Members Absent: Alicia De La Cruz (listening only due to Library technical issue)

Others Present: Catherine Lambrecht, Pamela Siegel, Heidi Smith (left early), Renata Smoler, Kim Stone

APPROVAL OF MINUTES

Trustee Biederman moved and Trustee Hoffman seconded a motion to approve the February 18, 2025 regular meeting minutes, February 2025 Bill List, and the February 2025 Financial Reports. The motion passed unanimously.

Ayes: Basofin, Biederman, Hoffman, Nathanson, Lapin Olian, Olian, Wolfe, Zotos

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE PRESIDENT

President Olian's report included the following:

- The ACLU has been supportive of the changes the Board has recommended to the meeting room policy.
- Last week, the Northbrook Public Library screened the movie that created community concerns about the library's meeting room policy.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith welcomed Technical Services Manager, Catherine Eilers, to present an annual assessment of library collections. (Director Smith left the meeting.)
- Ms. Eilers shared a PowerPoint on the financial investment in the collection, staff investment in the collection, and patron behavior.
- President Olian shared that he and Director Smith recently discussed the decreasing portion of the budget allocated to library collections, which has dropped below the target level. With next year's budget planning and rising operating costs due to expansion, this percentage is likely to decline further. They are beginning to explore options for allocating additional funding.

ARCHITECTURAL LIAISONS

President Olian reported that seven bidders have been prequalified, with bids due by April 1 and scheduled to be opened at 10 a.m. The architects will present their recommendation at the special board meeting on April 8, with the hope of selecting a winning bid. The bond funds have been deposited into the Library's bank account.

DEVELOPMENT COMMITTEE

Chair Hoffman reported that the Development Committee continues to meet monthly to shape and strategize the fundraising campaign. Plans are underway for the first annual fund mailing. The Committee also discussed the Board's role in fundraising, highlighting the importance of advocating for the Library within the community and personal networks - family, friends, and neighbors - by sharing information about the exciting changes ahead.

To support these efforts, an advocacy kit has been created to provide key resources and build confidence when discussing the project. The kit includes three documents: a 30-second elevator pitch, a condensed Case Statement, and a list of FAQs.

Trustee Basofin presented the elevator pitch, Trustee Lapin Olian highlighted key points from the Case Statement, and Trustee Wolfe gave an overview of the FAQs. Discussion followed.

OPERATIONS & POLICIES COMMITTEE

Chair Zotos reported that the Committee is seeking approval for three policies. The first is the updated Meeting Room policy, which was sent back to the Committee to address ACLU concerns regarding freedom of speech while ensuring library operations remain effective and fees are appropriately aligned. In collaboration with the attorney, possible security fees were removed from the policy. Simultaneously, Director Smith has been working with the City to identify a security firm that can be on-site if deemed necessary. Most neighboring libraries have made similar revisions to their policies.

For consistency, Trustee Lapin Olian recommended using "cardholder" instead of "Highland Park Public Library Card" under Regulations for Meeting Rooms 1-8, number two.

Trustee Lapin Olian moved and Trustee Wolfe seconded a motion to approve the Meeting Room Policy as amended. The motion passed unanimously.

Ayes: Basofin, Biederman, Hoffman, Nathanson, Lapin Olian, Olian, Wolfe, Zotos

Nays: None

MOTION CARRIED

Trustee Zotos reviewed Policy 106, Fund Management, which outlines the type of funds, expenditure procedures, and the responsibilities of the Director and the Board to oversee spending.

Trustee Biederman moved and Trustee Hoffman seconded a motion to approve the Fund Management Policy as revised. The motion passed unanimously.

Ayes: Basofin, Biederman, Hoffman, Nathanson, Lapin Olian, Olian, Wolfe, Zotos

Nays: None

MOTION CARRIED

The Circulation Policy reflects how the community uses Library collections. The comprehensive policy needed updating in terms of simplifying and defining terminology and improving consistency. Some changes included the acceptable forms of ID, removal of the 3 year card expiration date, and additional types of Library cards.

Trustee Hoffman suggested closing the spacing gap between "property" and (75ILCS 5/4-7(12)) in C-2 on page three.

Trustee Biederman moved and Trustee Hoffman seconded a motion to approve the Circulation Policy as revised. The motion passed unanimously.

Ayes: Basofin, Biederman, Hoffman, Nathanson, Lapin Olian, Olian, Wolfe, Zotos

Nays: None

MOTION CARRIED

OLD AND NEW BUSINESS

President Olian stated the 2025-2027 Strategic Bridge Plan was included in the packet, with an update incorporating details about the fundraising plan.

Trustee Wolfe moved and Trustee Zotos seconded a motion to approve the 2025-2027 Strategic Bridge Plan as revised. The motion passed unanimously.

Ayes: Basofin, Biederman, Hoffman, Nathanson, Lapin Olian, Olian, Wolfe, Zotos

Nays: None

MOTION CARRIED

ADJOURNMENT

Trustee Zotos moved and Trustee Hoffman seconded a motion to adjourn the meeting at 8:11 p.m. President Olian, presiding, adjourned the meeting at 8:11 p.m. The motion passed unanimously.

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: April 15, 2025