

## PUBLIC NOTICE

### **Highland Park Public Library Development Committee Meeting**

Meeting Room #8  
March 20, 2023, 7 pm.

Individuals with questions or feedback about an agenda item can address the Library Committee in the following ways:

1. **EMAILS FOR THE RECORD.** Email the Library at [hsmith@hplibrary.org](mailto:hsmith@hplibrary.org). If you wish to have your comments read into the record, limit your communication to 200 words or less. Comments from the public received by 5:00 PM the day of the meeting will be read under Agenda topic: Comments from the public. Any comments received during the meeting will be held until the end of the meeting. All emails received will be acknowledged. Comments from the public should contain the following information:

- In the subject line, identify, "Library Committee Meeting – Read into the Record"
- Name
- City
- Address (optional)
- Phone (optional)
- Organization, agency representing, if applicable
- Topic or agenda item number of interest

2. **EMAILS WITH UNLIMITED INFORMATION.** Individuals who do not wish to have their comments read into the record can email the Library an unlimited number of words. Emails will be forwarded to the Library Committee if requested. All emails received will be acknowledged.

3. **TELEPHONE.** Individuals with no access to email may leave a message with the Library Executive Director at 847.432.0720.

4. **LIVE COMMENTS.** Individuals are able to address the Library Board during the meeting. Questions/comments are limited to written testimony into the record or spoken comments, not both. Raise your hand in the Library Meeting Room for Agenda topic: Comments from the public. Comments should be limited to five minutes or less.

### **AGENDA**

1. Comments from the public
2. Discuss purpose and goal of the committee
3. Review timeline
4. Review the Current State:
  - i. Procedures for donations and donor management process
  - ii. Endowment size/status
  - iii. Overview of current development policies
  - iv. Donor recognition
  - v. Friends of the Library
  - vi. Grants
5. Review draft resolution memorializing current naming rights
6. Other business
7. Adjournment